

 **ChaseOaksChurch**
Job Description

Title: Studio 56 Assistant Director

Team: Kidzone

Supervisor: Kidzone Elementary Director

Approval Date: December 2018

Qualifications for employment at Chase Oaks Church requires, being a Christ-follower—whose work history and lifestyle shows a consistency to adhering to the scriptural principles of the Bible—and agreeing with the Purpose, Strategy and DNA statements of Chase Oaks.

Chase Oaks Church DNA

- **We Keep It Simple.** We seek to do a few things well.
- **We're All In The Same Boat.** We are all on a journey of transformation.
- **We Boycott Boycotts.** We are known for what we are for, not what we are against.
- **We Glow In The Dark.** We move into hopelessness, need and injustice with the redeeming power of Jesus Christ.
- **This Is Not Our Party.** This is the Father's party, and we are His servants, privileged to prepare the party and invite the guests.
- **We Don't Go It Alone.** We do life together in groups, ministry in teams and serve our community.
- **Pass The Baton.** We invest in the next generation and give influence to emerging leaders.
- **We Are A Salad, Not A Soup.** We are intentionally diverse, believing that the mix of generations, ethnicities, and cultures helps create the rich and surprising unity Jesus Prayed for in John 17.
- **We Don't Sweat The Small Stuff.** We strive to focus on our common mission and core biblical beliefs.
- **We Count The Change.** As the agents of God's redemption on this broken planet, our effectiveness is measured by both personal and community transformation.

Leadership Skills

Drive – The restless pursuit of excellence.
Judgment – Wisdom in Action.
Influence – Inspiring Achievement in others.

Chase Oaks Church Staff Values

Team: We do ministry in teams. We celebrate each team member, knowing that God uses the team to accomplish the mission.
Great Service: We respond to people with promptness and personal care.
Fun: We create a fun place to work, not taking ourselves too seriously. We believe that fun gives a great context for team-building.

JOB SUMMARY: To provide leadership and support to the weekend program for 5th and 6th grade students and leaders.

ESSENTIAL JOB RESPONSIBILITIES:

- Give input to the Kidzone Elementary Director on implementation and execution of curriculum and planning for weekend service
- In office for weekly planning meeting with Elementary Director and team for discussion, evaluation and sharing of vision and needs of ongoing ministry
- Schedule communicator, small group, tech, and worship teams on a weekly basis
- Communicate and confirm with teams on staffing status for each weekend as well as send the small group lesson via email. Adjust as necessary with replacement (subs) leaders
- Edit and upload the video and music needed for the teaching time on the weekend
- Ensure that all supplies and programming materials are provided for small group, communicator, tech, worship, and outreach (Compassion Store) team leaders for specific program success
- Invite, train, and delegate a team of key elementary leaders who can help carry out and share essential functions of ministry for this age group
- Have a physical presence during most weekend services to connect with team members, parents and children
- Ensure that all curriculum, supplies and programming materials are provided for each 5th and 6th grade life group session, as well as, attend each 10-week life group fall/winter season on Wednesday evenings
- Support, develop, and care for leaders beyond Sunday
- Attend church service
- Be committed to doing ministry as a team and promote unity
- Be an active participant in most Kidzone related activities

JOB PROFILE:

SPECIFIC SKILLS / STRENGTHS

- Organized to create team schedules and oversee team members
- Flexible during the weekend services to meet the demands as they arise

EXPERIENCE DESIRED

- Prefer a person who has led volunteer teams
- Worked with or volunteered with children

EDUCATION DESIRED

- College Degree preferred but not required

SUPERVISORY RESPONSIBILITIES

- Supervises volunteer teams on the weekends

LANGUAGE SKILLS

- Ability to speak effectively and understandably on the phone

- The ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries is also required
- High attention to customer service

COMPUTER SKILLS

- Strong working knowledge of Microsoft Office, Outlook calendaring, and email
- Basic knowledge of Excel and PowerPoint
- Data Entry skill & experience
- Familiarity with Databases

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting 5-10 pounds is an occasional but essential requirement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.