

ChaseOaksChurch

Job Description

Title: Assistant Children's Director

Team: Sloan Creek

Supervisor: Kidzone Director

Approval Date: March of 2019

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 in partnerships.
- **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.

Staff Culture

Leadership: We serve and develop people and provide clear direction. We serve people with prompt follow-up, care for people, develop people, and empower people.

Teams: We work in teams, protect team health, and invest in team development. We all have specific roles on a team. We are thorough in our team member hiring process, making sure that we hire people who resonate with our DNA and culture. We create team plans, protect team unity, and help each other become more effective team members. We also recognize that Chase Oaks is part of a broader team, so we partner with local churches and organizations who are committed to meeting both local and global needs.

Rhythms: We work hard, play hard, and rest well. We plan our work and work our plans (team plans and personal plans). We are intentional about having fun (staff events and team events), and we make sure we stay replenished (weekly day off, DAWG days, vacations, and sabbaticals).

Learning: We are constantly learning from the past, from other organizations, and from the best practitioners. Passport, LEAD, best practice visits, monthly development conversations with team leaders, seeking feedback often, networking, partnering, reading, conferences, etc.

JOB SUMMARY:

To provide assistance to the execution of and leadership to the Sloan Creek Campus' Children's Ministry.

ESSENTIAL JOB RESPONSIBILITIES

- Provide leadership and execution where needed with an emphasis on elementary.
 - Recruit, train, and develop large and small-group leaders.
 - Coordinate and execute weekend ministry.
 - Work with Central Ministry and other campuses to adapt and execute programming that applies to campus.
 - Work with Central Ministry to plan and develop training modules for leaders in their specific area of service.
 - Have a physical presence during weekend services to connect with team members, parents, and children.
 - Meet weekly with the Kidzone team (staff) at the campus.
 - Help plan and execute key events such as VBX, team training, camp, and other events.
 - Be an active participant in Children's Ministry related activities.
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JOB PROFILE:**SPECIFIC SKILLS / STRENGTHS**

- Ability to multi-task and work independently in carrying out assignments to completion.
- Excellent communication / customer service skills and the ability to interface with students, parents, the Children's Ministry team, and the Chase Oaks Church staff.
- Must be able to effectively lead and train team members via up-front communication.
- Ability to compose culturally relevant, effective, and accurate communication and deal with non-routine matters such as special projects.
- Strong organizational skills.
- A good directional leader who will inspire with a fresh and compelling vision and strategy for Children's Ministry.
- Strong ability to build teams.
- A leader who has collaborative strengths.
- A leader with skills in recruiting, training, coaching, retaining, and appreciating team members.
- Teachable, authentic, and positive.
- A leader of leaders as well as a great team player with peers.
- A leader who resonates with the Chase Oaks DNA and staff culture.

EXPERIENCE DESIRED

- Minimum 1-year related experience and/or training; or equivalent combination of education and experience.

EDUCATION DESIRED

- Minimum of high school diploma or equivalence; college degree preferred.

SUPERVISORY RESPONSIBILITIES

- N/A

LANGUAGE SKILLS

- Ability to speak effectively and understandably on the phone.
- 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.
- Experience with data entry.
- Familiar 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.