



**JOB DESCRIPTION:  
ASSISTANT KIDS DIRECTOR**

**CLASSIFICATION:  
NON-EXEMPT**

**WIN:**

To ignite a desire for a genuine relationship with Christ and to equip the kids for spiritual growth. Encourage and equip parents to develop a biblical worldview and lifestyle in their children.

**ROLE:**

Build up the Kids Ministry at your campus by supporting the Campus Kids Director, specifically by equipping and coaching volunteers and creating a welcoming environment for families.

**GENERAL EXPECTATIONS:**

- Lives in accordance to Scripture and is a loyal follower of Jesus.
- Is in agreement with Southpoint's vision and mission.
- Must be a Southpoint member in good standing.
- Works well with others, flexible, humble, a servant-leader.
- Represent Southpoint Church tactfully in private and in public. Refrain from getting involved in negativity and sensitive issues on public forums such as Facebook, Twitter, etc. Remember you are always a representative of God and Southpoint.
- Excellent communications skills both verbal and written.
- Good relational skills and able to interact with tact and diplomacy.
- Strong interpersonal skills required along with the ability to work with minimal supervision and direction.
- Able to work in a fast paced environment while remaining calm.
- Actively recruit volunteers.
- Accountable to the Campus Kids Director.
- Have a 30, 60 and 90 day review of expectations and responsibilities.
- Discernment to know when to get others involved in specific volunteer issues.
- Create/maintain good relationships with volunteers pre-service/post service, etc... create that culture...

**SPECIFIC RESPONSIBILITIES:**

**WEEKEND SERVICES**

- Be present as a leader at all weekend services at your campus. Lead at two and attend one.
- Arrive early and be ready to serve 45 minutes prior to start time to assure all volunteers are present and all rooms are ready for services.
- Oversee the greeting of new prospective Kids Ministry volunteers and sample serves as they arrive to the kids area.
- Assist the director in developing a team focused on building relationships with all nursery and preschool volunteers.
- Assist the Director in developing a culture of recruitment for new volunteers.
- Oversees and develops the check-in coordinator and preschool coordinator to ensure "on the job" coaching and training.
- Coach volunteers on the three steps of discipline, as needed, and be available to carry out the Redemptive step when necessary.



- Replace last minute call offs or no shows with subs. Close or combine rooms only if there is no other option. Must have approval of the Campus Kids Director.

### **COMMUNICATION**

- Maintain good communication with all volunteers and Campus Kids Director.
- Answer emails within 48 hours.
- In the weekly lesson email to preschool volunteers, communicate upcoming events and encourage them in their ministry.
- Communicate with the campus Check-in coordinator and Preschool coordinator regarding:
  - Planning Center Online to schedule with nursery and preschool volunteers.
  - Checking Planning Center throughout the week (beginning, middle, and end) to be aware of changes in the schedule.
  - Seeking replacements for volunteers who decline on Planning Center.
  - Keeping schedule up-to-date and email monthly schedule by the 22nd of each month.
- Implement and communicate all policies and procedures to volunteers.
- Ensure proper communication with the office to get new volunteers signed up properly through the sample serve process (this does not include teens).
  - Add contacts, set up times to serve, give info packets, get background checks returned, and follow up to properly place volunteers within the ministry, enter and delete assignments.

### **SUPPLIES**

- Oversee the cleaning of preschool and nursery toys. Arrange a volunteer to greet the cleaning crew once a month, if possible.
- Oversee that rooms are filled with needed supplies, like snacks, cleaning supplies and lesson materials.
- Order needed supplies for nursery and preschool rooms by emailing the person who shops at Sam's Club for your campus.
- Oversee that auditorium and nursery/preschool rooms are cleaned and ready for next service.

### **TEAMS**

- Coordinate with the campus leadership team.
- Meet with the Campus Kids Director once a month for a one-on-one.
- Assist Director in leading 1-2 trainings per year.
- Attend and support all Kids Ministry events.

### **REQUIREMENTS:**

- Background Check
- Adult, Southpoint Church Member
- A self starter - must work with minimal supervision.
- A team player - must work well with others at all levels of the organization.
- Must have good relational skills able to interact with tact and diplomacy.
- Must have strong organizational skills.
- Must be open to ongoing training for skill enhancement.