



COLONIAL PRESBYTERIAN CHURCH

Colonial Kids Assistant Director – Overland Park Campus

JOB SUMMARY

Assist the Director of Children’s Ministries in executing the philosophy and overall administration and coordination of Children’s Ministries, birth through fifth grade.

Type of Position: Part Time, Non-Exempt
Position: 25 hours per week

WORKING RELATIONSHIPS

Reports to: Director of Children’s Ministry
Supervise: CKOP Elementary Administrator and Special Event Ministry Partners.
Teams with: CKOP Staff, Overland Park Site Staff and Ministry Partners.

DUTIES & RESPONSIBILITIES

A. General

1. Follow established policies and procedures of Colonial Presbyterian Church.
2. Help recruit, hire, train and motivate paid Colonial Kids staff and ministry partners.
3. Help maintain records in Colonial Community Builder database, individual profiles, ministry safe protocol, annual Colonial Kids Medical & Likeness Authorization Forms, allergies, etc.
4. Help plan annual Ministry Partner and paid staff training.
5. Ability to engage in multiple tasks and respond quickly and appropriately to frequently changing needs of children, staff, and parents.
6. Attend weekly Children’s Ministry staff meetings, Colonial all-staff meetings and in Director of Children’s Ministries absence, Pastors/Directors meetings.
7. Organize, inventory, and purchase supplies, as needed, for Colonial Kids staff needs.
8. Assist Director of Children’s Ministries with administrative tasks.

9. Assist Colonial Kids staff with preparation for Sunday morning programming and/or administrative tasks as needed.
10. Computer literacy in Microsoft Word, Excel, and Power Point.
11. May perform other duties as assigned.

B. Annual

1. Take or provide proof of attendance to Infant and Child First Aid, CPR every two (2) years, Signs and Symptoms of Illness, and Recognition of Child Abuse training.
2. Prepare and manage the Special Events budget.
3. Prepare a calendar of events and submit room and equipment needs/requests to Director of Children's Ministries in a timely manner.
4. Assist Summer Blast! Co-Directors in recruiting, motivating and supervising ministry partners. Assist with program planning, preparation, set-up, and clean-up. Monitor and maintain Summer Blast income and expenditures.
5. Plan and assist in Colonial Kids special events:
 - a. Teacher training workshops
 - b. Seasonal emphasis (Christmas, Easter, Fall Kick-Off, Fall Level-Up Sunday, etc.)
 - c. Second Grade Bible Presentation and Bible Exploration class.
 - d. Family Sacraments Class
 - e. Fifth Grade Farewell
 - f. Summer Camp

C. Monthly

1. Purchase supplies, manage expenditures and monthly financial statements for Special Events, as well as Colonial Kids General Expenses.
2. Prepare seasonal message of appreciation or inspiration for ministry partners.

SKILLS & REQUIREMENTS

- Commitment to Jesus Christ and a desire to serve His Church.
- Passion for children and seeing them grow in their relationship with Christ.
- Education and/or solid experience in child related field.
- Knowledge of child development and Spiritual growth for preschool aged children through 5th grade.
- Strong interpersonal and communication skills.
- Strong administration and organization skills.
- Recruiting, training, leadership, and mentoring skills.
- Team building and volunteer coordinating skills.

POSITION DETAILS

- Weekday - Office environment.
- Special events; on or off campus.
- Occasionally on Sundays.

AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

CAMPUS PASTOR _____ Date: _____

EXEC. DIRECTOR _____ Date: _____

HUMAN RESOURCES _____ Date: _____