



RiverTree Christian Church POSITION DESCRIPTION

POSITION TITLE	TreeHouse Kidz Director	Effective Date of Description	8/21/17
Campus/Department:	Massillon	Team:	Children’s Ministries
Position Status:	Part Time – 10-12 hours per week		
Pay Status:	Hourly	Exempt Status:	Non-Exempt
Position Reports To:	Team Leader: RiverTree Massillon Campus Pastor		
	Coach: RiverTree Massillon Campus Pastor		
Position Supervises:	Volunteers		

POSITION SUMMARY: To develop and maintain a Jesus-centered, families on mission, disciple building culture for children at RiverTree Massillon.

POSITION RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

- **Responsibility One: Families on Mission**
 - Create and champion vision for TreeHouse Kidz at RiverTree Massillon
 - Choose and maintain a Bible-centered curriculum
 - Resource volunteers with all materials needed to fulfill their responsibilities
 - Provide opportunities for families to disciple their children
 - Plan additional events for families and children (Fall Fest, VBS, Movie nights, etc.)

- **Responsibility Two: Build & Develop Volunteer Team**
 - Recruit, train & encourage volunteers
 - Maintain volunteer applications and conduct volunteer interviews
 - Pray for volunteers and children weekly
 - Hold quarterly meetings to equip and communicate well with volunteers

- **Responsibility Three: Safety**
 - Resource and maintain emergency bags, first aid kits and emergency procedure routes in all classrooms
 - Run safety, security, and fire code procedures according to standards

- **Responsibility Four: Administrative Details**
 - Scheduling volunteers for both services (1-2 months out)
 - Purchase supplies and other necessities (spending within budget)
 - Keep background check records for volunteers on site
 - Maintain clear and ongoing communication with staff, volunteers and families using email, phone calls, text messaging and the THK Facebook page
 - Update THK bulletin board once a month (schedule, events, etc.)

- **Responsibility Five: Classroom Upkeep**
 - Maintain effective, safe, age appropriate space for each classroom
 - Work with teams to keep rooms clean, equipped and functional
 - Disinfect all classrooms between Celebrations



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KNOWLEDGE, SKILLS and ABILITIES REQUIRED: (competencies)

- Exhibits a passion for ministry to children and discipleship of children and families
- Demonstrates a personal growing relationship with Jesus Christ evidenced by action, attitude and behavior
- Demonstrate knowledge of the principles and patterns of child development and learning styles; thus providing appropriate curriculum
- Is aware of the importance of engaging in safe, secure, caring and responsive relationships with each child to promote optimal discipleship
- Approachability: Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener.
- Builds relationships: Uses appropriate interpersonal skills to work effectively with others in the church and in the community; interacts with others in a personable, honest, genuine and collaborative manner, builds coalitions and partnerships to enhance effectiveness
- Communication: Clearly conveys and receives information through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate. Demonstrates good written, oral and listening skills.
- Recruiting and Developing Volunteers: Has the ability to attract others to volunteer in Children's Ministry, and develop volunteers in their ability to disciple children and their families
- Compassion: Genuinely cares about people; is concerned about others, available to help; is sympathetic to others not as fortunate; demonstrates real empathy with the joys and pains of others

WORK SCHEDULE:

- Sunday requirements (approximately 8am – 12pm)
- Attend staff meetings (2-3 per month)
- Represent children and families in the greater picture of the church
- Meeting with volunteers or potential volunteers when needed
- Work location is very flexible

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Sitting or standing for long periods of time
- Walking or moving about to accomplish tasks
- Talking/Hearing to teach or communicate with those inside or outside of the church
- Light work; may need to live up to 20 pounds



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To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

This job description is a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member.

I have reviewed and understand the preceding job functions required of me and I am prepared to meet the requirements of the position, either with or without accommodation. (Please describe if an accommodation is required.) _____

Team Member Signature

Date

Team Leader Signature

Date