



POSITION DESCRIPTION



POSITION TITLE	Elementary TreeHouse Kidz Director	Effective Date of Description	2/1/19
Campus/Department:	RiverTree Jackson/Children's Ministry	Team:	TreeHouse Kidz
Position Status:	Part Time; 25 hours per week		
Pay Status:		Exempt Status:	Exempt
Position Reports To:	Team Leader: RiverTree Jackson TreeHouse Kidz Director		
Position Supervises:	Elementary TreeHouse Kidz Volunteers		

POSITION SUMMARY:

Provide direction for Elementary areas (Kindergarten-4th Grade) in TreeHouse Kidz (THK) at RiverTree Jackson through vision casting, influencing and shaping the God Dream in these areas, partnering with families in discipleship, building your team and 360° leadership. Manage these areas during Weekend Services.

POSITION RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

Responsibilities and essential job functions include but are not limited to the following:

- Create a disciple making culture with kids, families and team
- Create an environment that kids, families and team want to be a part of...fun, welcoming, positive, family like
- Identify and develop Leaders-replace yourself concept. Develop leaders for THK, other ministry areas or church planting
- Continue your own Spiritual Growth-regular worship attendance, regular time with God, in discipling relationships
- Continue growing yourself in areas of leadership, children and families- books, seminars
- Oversee operation of weekend services in your area of THK- recruiting and training new volunteers, manage the scheduling of volunteers, curriculum, managing safety and security protocol
- Oversee budget for THK area
- Follow through with all TreeHouse Kidz Policies and Procedures

KNOWLEDGE, SKILLS and ABILITIES REQUIRED:

- Spiritual Gifts Suggesting: Leadership, administration, shepherding, encouragement
- In a mature trust and obey relationship with Jesus
- Already or willing to be fully committed to RiverTree Jackson and our vision
- Exemplary character and lifestyle
- Ability to multi-task
- Ability to problem solve independently
- Strong written and verbal communication skills
- Ability to lead a team of approximately 70-100 people
- A "can do" attitude that is professional and upbeat
- Ability to work collaboratively with volunteers, parents, other ministries, area schools
- Preferred education requirements: Education, Business Management or Ministry degree. (Equivalent work experience may be substituted for a degree and should be noted.)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Routinely able to walk and stand for several hours at a time
- Routinely able to lift supplies and small equipment for classrooms
- Proficient in computer skills including Microsoft office and Google platform
- Must be able to work some hours on the weekend for our services