

**Title:** Assistant Director of Freshwater Kids

**Purpose:** To assist the Director of Freshwater Kids in ensuring that the Freshwater Kids Ministry is efficiently discipling children during the Sunday morning worship services.

**Duties and Responsibilities:** The Assistant Director of Freshwater Kids is in charge of most administrative issues pertaining to Freshwater Kids. Those duties include:

- Working with the Director of Freshwater Kids and the Lead Pastor to choose curriculum that best accomplishes the mission statement of Freshwater Church as it pertains to the children enrolled in Freshwater Kids.
- Communicating to Freshwater Kids Workers any changes to the scheduling of workers of the discipleship program of Freshwater Kids.
- Working with Planning Center to Schedule Freshwater Kids Workers and ensuring that Freshwater Kids is adequately staffed.
- Any other administrative or logistical duties as assigned by the Director of Freshwater Kids
- Working in Planning Center to accept/deny service schedules as well as to block-out future dates of unavailability.

**Working Relationship:** The Assistant Director of Freshwater Kids will work directly under the leadership of the Director of Freshwater Kids and the Lead Pastor (Please see Freshwater Ministry Structure).

**Spiritual Requirements:** The Assistant Director of Freshwater Kids must be a partner in good standing with the church and must be in regular attendance. Background check required.

**Length of Term:** 1 Year