

DAYBREAK CHURCH

JOB TITLE:

Good Hope Road Campus Director of Kid Min

PURPOSE STATEMENT:

To support the youngest members of Daybreak on their journey with Jesus by equipping and developing strong, committed coaches to serve them.

EQUIPPED BY and REPORTS to:

Ryan Clarke, Pastor of Kid Min

Shawn Andrews, Good Hope Road Campus Pastor

RESPONSIBILITIES:

Sunday Coordination and Environment

- Coordinate volunteer schedule (at least one month in advance), and maintain/update throughout the week leading up to Sunday
- Communicate with volunteers about Kid Min vision and coordination
- Set up/restock curriculum and supplies weekly
- Provide safe and engaging classrooms for children
- Adapt lessons as needed for the particular campus environment

Team Building

- Expand the Kid Min team through inviting new volunteers and team build by helping outsiders feel like insiders
- Train and support volunteers Sunday mornings and provide specialized equipping times quarterly (e.g. Kid Min Connect Breakfast)
- Encourage sit-and-serve mentality with Kid Min team
- Help people move from being a volunteer to being a servant

Leadership

- Connect with parents during Sunday mornings drop off and monthly by email
- Send emails to connect with new families, or potentially disconnected families
- Develop team leaders and delegate to them
- Debrief weekly with Kid Min staff team and monthly with Campus Pastor

WORK SCHEDULE:

Part-time, 15hrs/wk (4+hr commitment Sunday mornings, and 7 hours in the office during core hours, 4 hours as needed throughout the week to successfully complete all necessary duties) No more than 6 Sundays per year away on a Sunday, but still having the Sunday leadership responsibilities covered.

Scope of Work

Current Budget Oversight Amount: \$2,000/yr

Minimum Level of Education Required: Associate's Degree

Minimum (# of Years) Experience Required: 1yr

Special Skills Needed:

of People directly impacted by work: volunteers + kids + parents (100)

of Direct Staff Reports: 0

of Ministry Team Leaders to Equip: 2

of Volunteers Responsible to Shepherd: 15-30