

CAMPUS

KIDS MINISTRY ASSOCIATE DIRECTOR

REPORTS TO: CAMPUS KIDS MINISTRY DIRECTOR

WORKS CLOSELY WITH: KIDS MINISTRY STAFF ACROSS ALL CAMPUSES, VOLUNTEER LEADERS, CAMPUS STAFF

CLASSIFICATION: FULL-TIME//SALARY//ON-SITE// SUNDAY - THURSDAY//INCLUDES HOLIDAY, WEEKEND AND OCCASIONAL EVENING HOURS.

The Campus Kids Ministry Associate Director holds a crucial role in bringing the Flatirons Kids Ministry experience to life at their campus. Under the leadership of the Campus Kids Ministry Director, the associate director works with volunteer teams to execute from inception to completion all kids ministry events- including weekend programming and special events such as kids camp, baby dedications, volunteer appreciation, and more. This role has administrative responsibilities and requires significant people leadership and interpersonal skills as this role is integral in the recruiting, care development, and leadership of volunteers.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS:

- Experience recruiting and leading volunteers.
- Ability to connect and cast vision in various environments and group sizes.
- Demonstrates teamwork - welcomes feedback, cultivates a healthy culture and connection among teams of people, puts success of team above own interests.
- Demonstrates a "see the need, meet the need" work ethic.
- Bachelor's degree in Christian ministry or another relevant field.
- 2+ years of experience in Kids Ministry.
- Passion and love for Kids and their families.
- Understands a "Be" before "Do" lifestyle that prioritizes daily time with Jesus, rest, and other spiritual rhythms to lead from a place of overflow.
- Proficient in Microsoft Office Suite including Outlook, Excel, and Teams.
- Ability to use Rock RMS and various digital platforms that support church wide communication and scheduling.
- Superior communication skills, written and verbal

PRIMARY RESPONSIBILITIES:

- Assist in the execution, from inception to completion, all kids' ministry events, including but not limited to, weekend programming, kids camp, baby dedication, volunteer appreciation, and more.
- Coordinate kids' ministries volunteers for weekend programming and special events.



- Processing reimbursements, expense reports, and contributing to budget management.
- Leading, developing, and recruiting volunteer leaders.
- Maintaining Rock RMS (volunteer database).
- Pastor on Call duties a few times a year.
- Other duties as assigned.

BENEFIT INFORMATION:

- Starting Salary Range/year: \$40,000 - \$50,000.
- An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- Base Health, Dental, and Disability Insurance 100% cover by Flatirons
 - Buy up options and additional coverage, including vision and insurance, are available.
- 3 weeks of PTO per year with an additional week off after Christmas services.
- 403(b) retirement plan with a matching contribution of up to 10% of your salary.
- Discount on Tuition at Flatirons Academy.