

Position Description

CC Kids Associate



Title :: CC Kids Associate
Campus :: Fleming Island
Classification :: Exempt, Full-time
Reports to :: Campus Pastor
Supervises :: Volunteer Teams
Updated :: 01.10.22

Role Overview & Scope

The primary purpose of the CC Kids Associate is to oversee the programming of nursery, pre-school and elementary age children from birth to fourth grade at the Fleming Island Campus. The CC Kids Associate will be responsible for recruiting volunteers, building volunteer teams and implementing the current curriculum for Christ's Church. This includes discipling both volunteers and children to form a deeper, eternal relationship with Jesus Christ.

Responsibilities & Tasks

People ::

- Collaborate with the Family Ministry Director, CC Kids Associate Director and Campus Pastor to ensure alignment of strategic vision for programming, curriculum and local outreach of CC Kids
- Collaborate with CC Kids Associates at all other campuses to ensure consistent elements in programming
- Participate with Christ's Church Academy and Jr. Academy on discipleship opportunities
- Recruit, equip and disciple CC Kids Volunteers
- Partner with parents by maintaining excellent and consistent communication

Process ::

- Implement children's programming, both large and small group environments, for birth through 4th grade
- Provide oversight of developmentally accessible elementary programming
- Lead strategically by addressing spiritual and emotional needs of children and volunteers
- Establish consistent communications to equip and encourage volunteers and inform parents
- Support activities to help parents be the primary disciple maker in their home
- Assist with the execution of annual events for CC Kids [camps, summer activities, local outreach, etc.]
- Evaluate what is working well and identify opportunities to improve
- Provide congregational care by supporting major and minor events and other duties that may be required in the service of a local campus
- Participate in required staff meetings

Systems ::

- Utilize the designated essential tools in Rock to document and track the spiritual journey of our families and volunteers
- Follow all established volunteer assimilation best practices and guidelines
- Complete all required dashboard reporting in a timely fashion
- Utilize Office 365 suite of products, including Outlook, Teams, OneDrive, and SharePoint