

Village Kids Associate Kindergarten-Grade 5

PRIMARY OBJECTIVES

The Village Kids Associate for Kindergarten to Grade 5 reports to the Village Kids Site Leader. The Associate for Kindergarten to Grade 5 directly oversees all aspects of ministry related to Kindergarten to Grade 5. This includes preparations for Sundays, execution of Sundays, liaising with VK Worship, creating effective lines of communication with families and volunteers, assisting in preparation and execution of all Village Kids site and corporate events.

DEMONSTRATED QUALITIES

The Associate demonstrates these characteristics.

- Fulfills the duties required of Village Church members as outlined in the membership covenant
- Philosophically aligns with the Village Church leadership
- Understands the DNA of Village Kids
- Is driven and a self initiator
- Thinks outside the box
- Problem solves
- Willingness to learn
- Flexible and able to self assess
- Strong social skills
- Proven success at multi-tasking, time management, and prioritizing

RESPONSIBILITIES

Overall responsibility for

- Kindergarten-Gr 5 (runs teams, schedules, lesson prep, craft prep, emailing lessons, mobile responsibilities)
- Liaising with Village Kids Worship to maintain a quality Village Kids experience
- Scheduling volunteers
- Prepping and packing Sunday supplies
- Maintaining classroom supplies
- Quality and quantity of volunteers on a weekly basis
- Building the K-Gr 5 volunteer team
- Annual and micro trainings for the K-Gr 5 team
- Creating an atmosphere that kids and volunteers both want to be a part of
- Creating opportunities to connect and communicate with parents on Sundays
- Communicating lesson content for volunteers to lead from each week
- Ensuring the time on Sundays is engaging to all types of learners
- Overseeing story telling quality and teaching quality on Sundays
- Teaching once a month
- Giving vision and articulating opportunity in an engaging way to volunteers
- Being magnetic and engaging to kids, families and volunteers

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- Working with the site team to organize and execute site events
- Working with the Village Kids team at large to organize and execute corporate kids and family events
- Connecting with leaders on a personal level going for coffee, 1:1 meetings, etc.
- Ownership of inviting new people to serve on a regular basis - and then teaching other volunteers how to do the same
- Thanking at least one volunteer on a weekly basis - written card, email, text, phone call, etc.
- Pursuing relationships with unchurched people - connecting with them, invitations to events, inviting to Sunday services, etc.
- Developing and overseeing the training of LIT's (Leaders In Training)
- Scheduling LIT's
- Promoting the LIT program on Sundays
- Keeping promotional and sign up materials up to date and accessible on Sundays
- Developing and communicating a clear path of development and opportunity to the LIT's and their parents
- Making face to face contact with LIT's that are serving on Sundays
- Running "LIT Nights" every 12 weeks
- Working with Communications department to get signs, shirts and promotional materials as needed
- Develop curriculum for and lead The Hangout for boys/girls at least 4 sessions per year
- Create opportunities for The Hangout to grow and allow kids to continue on in a small group and be disciplined
- Recruit and promote The Hangout
- Secure an inviting venue for each Hangout meeting
- Get signs, décor, shirts and promotional materials as needed
- Maintain on-line registration for The Hangout throughout the year
- Work closely with the Youth Director to transition kids from The Hangout to Youth

KEY RESULTS

- The K-Gr 5 volunteer team is healthy and full
- Volunteers thrive and grow in the abilities to teach, lead and work with kids
- Families and volunteers are connected and feel cared for
- Kids continue to grow and become Christ-like disciples
- Content and Activities are fresh and engaging for kids each week
- The Sunday environment is fun, but professional, tidy and welcoming

WORK WEEK

- 40 hours
- Sunday - Thursday