

## **PRIMARY OBJECTIVES**

The Village Kids North Associate reports to the Director of Village Kids. The Village Kids North Associate directly oversees all aspects of ministry related to Nursery-Grade 5 at the Village North Surrey site. The Village Kids North Associate oversees any potential Team Leaders as well as all Village Kids volunteers at the site. This person is also responsible for liaising with Village Kids Worship and Set-Up and Tear Down to ensure quality, efficiency and consistency. The Village Kids North Associate is also responsible for creating effective lines of communication with families and volunteers. This includes micro trainings, report building, meet ups, appreciation and other means of building a strong community of leaders.

## **DEMONSTRATED QUALITIES**

The Village Kids North Associate demonstrates these characteristics

- Fulfills the duties required of Village Church members as outlined in the membership covenant
- Philosophically aligned with Village Church leadership
- Passion and skill for working with kids and leading adults
- Ability to plan and strategize to achieve a vision in an efficient manner
- Understanding of the DNA of Village Kids
- Takes initiative and possesses drive
- Ability to problem solve
- Works independently
- Flexible
- Strong social skills

## **RESPONSIBILITIES**

Overall responsibility for:

- The successful execution of Village Kids at the Village North Surrey site
- Nursery - Grade 5 (runs teams, schedules, lesson prep, craft prep, emailing lessons, mobile responsibilities)
- All things on Sunday (aesthetics, guest services, security of VK wing, classroom ratios, volunteer performance, lobby presence, etc.),
- Liaising with Site Pastor & Village Kids Worship to maintain a quality Village Kids experience
- Taking care of all VK site needs (equipment, supplies, shirts, signs)
- Utilizing Village Connect to track attendance and patterns and initiate ways to connect with families
- Set up and tear down teams
- Site representation on Corporate initiatives like Easter and Christmas, etc.
- All site and corporate events representing the North Surrey site

- Forms, emails, sign ups, payments and data for events for the site like Christmas, Easter, Child Dedications, etc.
- Scheduling volunteers
- Prepping and packing Sunday supplies
- Maintaining classroom supplies
- Quality and quantity of volunteers on a weekly basis
- Building the North volunteer team and training Village North Leaders
- Quality and timely set up and tear down of Village Kids on Sundays
- Creating an atmosphere that kids and volunteers both want to be a part of
- Creating opportunities to connect and communicate with parents throughout the year
- Communicating lesson content for volunteers to lead from each week
- Ensuring the time on Sundays is engaging to all types of learners
- Overseeing storytelling 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
- Connecting with leaders on a personal level; going for coffee, 1:1 meetings, etc.
- Handling additional responsibilities as assigned by the Director of Village Kids or the Site Pastor
- 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.

#### Leader In Training Program

- Developing and overseeing the training of LIT's (North)
- Scheduling LIT's
- Promoting the LIT program on Sundays (North)
- Keeping promotional and sign up materials up to date and accessible on Sundays (North)
- Developing and communicating a clear path of development and opportunity to the LIT's and their parents (North)
- Making face to face contact with LIT's that are serving on Sundays (North)
- Running "LIT Nights" every 12 weeks (North)
- Working with the Communications Department to get signs, shirts and promotional materials as needed (North)

#### **KEY RESULTS**

- The Village North Surrey volunteer team is healthy and full
- Volunteers thrive and grow in their abilities to teach, lead and work with kids
- Families and volunteers are connected and feel cared for



Job Description  
**Village Kids  
North Associate**

- Kids continue to grow and become Christ-like disciples
- New families are able to be checked in and welcomed with ease
- The Sunday environment is fun, but professional, tidy and welcoming
- Sundays are set up and taken down efficiently
- Kids in the LIT program are thriving in their roles and are an asset to the Village Kids team

**WORK WEEK**

- 17 hours
- Sunday 8-12pm, plus two 6 hour week days in the office