

Primary Objectives

The Village Kids Associate for Kindergarten to Grade 5 reports to the Site Pastor. The Associate for Kindergarten to Grade 5 directly oversees all aspects of ministry related to Kindergarten to Grade 5 at Village Surrey South. This includes preparations for Sundays, execution of Sundays, liaising with Village Kids 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 of 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

- 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 large scale and more frequent micro trainings for the K-Gr. 5 team
- Creating an atmosphere that kids and volunteers both want to be a part of
- Work closely with the Youth Staff to transition kids from The Hangout to Jr. Youth
- Creating opportunities to connect and communicate with parents on Sundays
- Communicate 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
- 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 un-churched people - connecting with them, invitations to events, inviting to Sunday services, etc.
- Completing Volunteer Intake for the South Surrey Location
- Editing and distributing the weekly newsletter
- Communicating with New Families to help them connect well to the Surrey South Location, and Village Kids ministry
- Ongoing responsibilities with church-wide events (Easter, Christmas, Summer Camp, Fall Launch... etc.)
- Developing, overseeing, and running LIT program as required
- Develop, recruit, and maintain all aspects of The Hangout for boys/girls as required

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