

## Job Opportunity



## Non-Competitive

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**Position:** Children's Ministry Coordinator

**Job Vacancy Notice#:** RC-04-06

**Location:** The Rock Church – Children's Ministry

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** 8 February 2006

**Open Until Filled**

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** Coordinate the planning and execution of all events, activities and services of Pebbles Pathway under the supervision of the Director of Children's Ministry. Recruit and train top level volunteers within the departments (small group coaches, large group producers, administrative leads) and other volunteer needs. Encourage, counsel, and shepherd department leaders to ensure spiritual growth. Conduct regular meetings with leaders and teachers as needed. Research, select, and monitor the effectiveness/appropriateness of curriculum. Assist in maintaining department's budget. Biblically mediate and resolve parent/teacher, teacher/teacher, and teacher/child conflicts and challenges. Attend outside training conferences, seminars, and/or workshops to further educate our leaders, teachers and children. Help oversee Saturday and Sunday service operations. Assist Director in planning for the future in Pebbles Pathway. Plan or oversee the planning of special events and programs. Assist with all department needs and special projects within the Pebbles Ministry when needed.

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year experience in a management or leadership position (paid or volunteer) is preferred. Previous experience in a children's ministry. Excellent interpersonal skills with experience in conflict resolution. Excellent verbal and written communication skills. Legible writing skills. Strong organizational skills. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Intermediate typing skills (40 wpm). Self-motivated and flexible. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. Maintains a Class C driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*