

Job Opportunity



Competitive

Position: Children's Ministry Large Group Coordinator

Job Vacancy Notice#: RC-19-07

Location: The Rock Church – Children's Ministry

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 28 September 2007

Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: The Large Group Coordinator is a sincere believer whom will use their God given spiritual gifts of leadership, teaching and creative communication to further the Children's Ministry large group experience. Communicating the vision for excellence in programming and teaching. Give direction to the age-level Large Group teachers to help plan and implement the Large Group Programs. Schedule volunteers for serving in Large Group Programs. Give leadership to the development, creativity, and relevancy in Large Group programs through drama and visuals. Work with Elementary Team to acquire materials and teaching props needed each week for the Large Group program. Teach the Bible creatively to the children. Collaborate with the Director and Coordinators in recruiting and equipping the Large Group teams. Encourage, counsel, and shepherd department leaders to ensure spiritual growth. Conduct regular meeting with leaders and teachers as needed. Assist in maintaining the department budget. Attend outside training conferences, seminars, and/or workshops to further educate our leaders, teachers, and children. Help oversee Sunday service operations. Assist with all department needs and special project within the Pebbles Ministry when needed.

Work schedule: Full-Time, 32 hours during the week, 8 hours on Sunday, flexible scheduling.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church. Ability to be firm but gracious in dealing with staff and ministry leaders. Strong organizational skills. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint and basic internet usage. Strong typing skills (55 wpm). Ability to work well under short deadlines, juggle multiple priorities recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Ability to work independently or in a team-oriented environment. 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 (or willing to transfer membership to The Rock Church).

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 and fill out the application and email application and resume to 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.