



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Creative Arts and Summer Day Camp Director**

Reports to: **Children’s Ministry Pastor**

Position Status: **Full-Time, Exempt**

Department: **Children’s Ministry**

Effective: **September 2009**

Replaces: **All previous**

Position Number: **RC-20-09**

Posting Date: **September 2, 2009**

1st Closing Date: **September 9, 2009**

Position Summary: Direct the planning and execution of all events, activities and services of Creative Arts and the Rock Summer Day Camp as assigned under the supervision of the Children’s Ministry Pastor.

Job Responsibilities and Duties:

Creative Arts (Worship/Tech)

1. Oversee the planning and execution of Worship for children ages 3-11.
2. Oversee the implementation of creativity to bring our curriculum to life.
3. Oversee the technical aspect of weekends and any other CM programs.
4. Help train and develop volunteers for these specific areas.
5. Work with the Children’s Pastor in maintaining department’s budget.

Summer Day Camp

1. Plan, research, and execute a Summer Day Camp that reaches the community of San Diego in 2010.
2. Hire and train Summer Staff for our Summer Day Camp.
3. Execute the promotion of Summer Day Camp.
4. Work with Children’s Pastor in maintaining a budget for our Summer Day Camp.

Other Responsibilities

1. Encourage, counsel, and shepherd coordinators within your area of responsibility.
2. Conduct training meetings with coordinators as needed.
3. Mediate and resolve conflicts and challenges that may arise within your area of responsibility.
4. Attend outside training conferences, seminars, and/or workshops to further educate yourself, passing on the information to our volunteers.
5. Help oversee weekend children’s service operations.
6. Assist the Children’s Pastor in planning for the future.
7. Plan or oversee special events and programs.
8. Assist with overall departmental needs and special projects as needed.

The above summary of duties represents the major tasks and responsibilities. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Children’s Ministry Pastor.

Job Skills and Requirements:

1. One year experience in a management or leadership position (paid or volunteer) is preferred.
2. Previous experience in a children's ministry preferred.
3. BA Degree in related area of study or ministry, preferred but not required.
4. Excellent interpersonal skills with experience in conflict resolution.
5. Excellent verbal and written communication skills. Legible writing skills.
6. Strong organizational skills.
7. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.
8. Self-motivated and flexible.
9. Ability to work independently or in a team-oriented environment.
10. Ability to recognize and maintain confidentiality as appropriate.
11. 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).

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak professionally. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing and walking.