

Job Opportunity

Closing Date Amended



Competitive

Position: Children's Ministry Assistant

Job Vacancy Notice#: RC-25-05

Location: The Rock Church – Children's Ministry Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Part-time, Non-Exempt

Opening Date: September 27, 2005

Closing Date: First Cut-Off: October 4th

Area of Consideration: Current Volunteers in Children's Ministry

Brief Description of Major Duties: The incumbent will assist the Children's Ministry staff in coordinating, planning and execution of all events, activities, and services. The assistant reports directly to the Children's Ministries Director. Assists in the recruitment and training of top level volunteers for the Children's Ministry. Encourage, counsel, and shepherd department volunteers to ensure spiritual growth. Assists in the research, selection of age-appropriate Bible programs for the department. Assists in the development of staffing schedules to ensure appropriate adult/child ratios for each service. Assist in the set-up and maintenance the family rooms and nursing mother's room. Assists in the weekend service operations. Assist Director in planning for the future in Pebbles Pathway.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Experience in a management or leadership position preferred but not required (paid or volunteer). Previous experience in a children's ministry. Excellent interpersonal and organizational skills. Excellent verbal and written communication skills. Legible writing skills. Basic typing skills (30 wpm). Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Self-motivated and flexible. 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

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: visit the website at www.therocksandiego.org to download the application; 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.