

Job Opportunity



Competitive

Position: Children's Ministry Elementary Director

Job Vacancy Notice#: RC-25-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 18 August 2008

Closing Date: 25 August 2008

Area of Consideration: Current Children's Ministry Staff and Volunteers ONLY.

Brief Description of Major Duties: Oversee and direct the planning and execution of all elementary aged events, activities and services of the Children's Ministry as assigned under the supervision of the Director of Children's Ministry Pastor.

Qualifications & Requirements: Recruit, train and assign volunteers within your specific area. Encourage, counsel, and shepherd the volunteers within your area of responsibility. Conduct training meetings with volunteers as needed. Research, select, and monitor, along with the Children's Ministry Pastor, the effectiveness/appropriateness of curriculum for your area of responsibility. Help to cultivate a seamless team environment along with all other Children's Ministry paid and unpaid staff members. Assist Children's Ministry Pastor in maintaining department's budget. Mediate and resolve conflicts and challenges that may arise within your area of responsibility. Attend outside training conferences, seminars, and/or workshops to further educate yourself, passing on the information to our volunteers, as approved by the Children's Ministry Pastor and ministry budget. Assist in the oversight of weekend children's service operations. Assist Children's Ministry Pastor in setting the vision and direction of the ministry. Plan and oversee special Elementary Children's Ministry events and programs. Assist with overall departmental needs and special projects as needed.

The above summary of duties represents the major tasks and duties. 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.

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 preferred. 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. 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. Regular involvement in Rock Church activities and events. Regular attendance at a Rock Church weekend service. Member of the Rock A.R.M.Y.

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. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.