



## Elementary Associate Director

**Campus:** Latham

**Team:** Children and Families

**Position Reports to:** Director of Children and Family Ministries

**Position Status:** Permanent Part Time/Possibly Full Time: 25-40 hours

### **Position Purposes:**

#### **Principle Responsibilities Breakdown:**

1. 10% CF Director discretion
2. 40% Leading and managing staff and volunteers
3. 30% Developing and managing Kids' Celebration, and any other children's or families' programs at Latham
4. 20% Developing and managing parenting and family initiatives at Latham

**Specific Responsibilities:** Responsibilities include but are not limited to the following:

1. **Leadership:**
  - a. Develop and communicate future state of Children and Family Ministry
  - b. Clarify and ensure alignment with the overall direction of Grace
  - c. Develop a team culture that personifies Grace's values and promotes healthy attitudes and team affinity
  - d. Develop and implement an annual strategic plan to maintain operations and move Children and Family toward its future state
  - e. Identify, on-board and develop Children and Family staff (paid and volunteer)
  - f. Ensure effectiveness and efficiency of the Children and Family work processes (operations)
2. **Weekends:**
  - a. Ensure a fun and inviting place where our Children want to be during each service
  - b. Develop / manage KC curriculum
  - c. Ensure quality and upkeep of Latham Children spaces
  - d. Ensure staffing of all KC roles (volunteer or paid)

- e. Implement Big Idea concepts
  - f. Develop and implement child safety procedures
3. **Events:**
- a. Organize events to support parents as needed
  - b. Organize children's events as needed
4. **Staffing:**
- a. Identify, develop and manage the Latham Children and Family staff team (paid) (staff budget is maintained by Latham Campus Pastor)
  - b. Clarify expectations for all staff (paid and volunteer)
  - c. Maintain regular performance conversations and/or performance reviews with all paid staff; staff should never be surprised as to whether or not they are meeting your expectations
  - d. Restructure your team as needed to achieve goals
  - e. Develop strategic plans and goals with all paid staff
  - f. Include personal / professional development in staff goals
  - g. Develop a team that works well together (paid and volunteer)
  - h. Ensure all roles are filled in your organization (paid and volunteer)
5. **Management:**
- a. Develop and document all Children and Family work processes
  - b. Ensure operational consistency of all work processes
  - c. Identify quality levels for work processes and ensure these levels are achieved
  - d. Develop and maintain the Latham Children and Family budget to achieve the annual strategic plan, never exceeding the budget
  - e. Identify and manage Children and Family professional services within budget
  - f. Submit all invoices in a timely manner within the business office's defined process
  - g. Ensure no invoices are missed and finances are clear
  - h. Manage Children and Family special projects as needed
    - i. Develop and manage budget
    - ii. Identify and manage professional services
    - iii. Manage project deliverables and project staffing

**Role Requirements:** The right person for this role will possess these qualities and skills

1. **Faith:**
- a. Required:
    - i. Christ follower
    - ii. Member of Grace
  - b. Desired:
    - i. 5 or more years of following Christ

- ii. Member of Grace for 3 or more years

2. **Gifts:**

- a. Required:
  - i. Leadership or Administration
- b. Desired:
  - i. Teaching
  - ii. Exhortation
  - iii. Pastoral

3. **Skills:**

- a. Required:
  - i. Solid theological foundation
  - ii. Solid understanding of Children's ministries
  - iii. Solid grasp on parenting skills theory and practice
  - iv. Technical competency
- b. Desired:
  - i. Creative thinking

4. **Experience:**

- a. Required:
  - i. Leadership
  - ii. Children or Youth ministry practitioner OR educator
- b. Desired:
  - i. Education (elementary or secondary)