

Wynberg Kids Rock Coordinator

JOB DESCRIPTION

Common Ground Church is seeking to employ a **part-time** Kids' Rock Coordinator in our Wynberg Congregation for **12 hours per week**. The ideal applicant would be an individual with strong administrative skills and a passion for working with children ages 3 to 10 years old. Experience in teaching or any child related work would be advantageous for this position.

The successful candidate must:

- Be approachable and trustworthy;
- Have excellent interpersonal skills - Be able to relate to young children as well as command the respect and attention of parents and volunteers
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Be adaptable to new projects and requirements;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good basic computer skills.

Roles & responsibilities (include, but are not limited to):

Purpose of post: Ensure the effective implementation of ministry to 3-10-year-olds within the Wynberg Congregation.

2-3 hours are to be worked on a Sunday and the remainder of the hours being worked during the week.

Responsibilities:

1. Partner with the eldership team in ensuring a flourishing ministry to children in Wynberg
 - a. Contribute towards new ideas and opportunities for effective ministry
 - b. Have clear, two way communication with the eldership oversight person regarding opportunities and challenges
 - c. Ensure effective communication with related role players: Congregational Administrator, congregational leader, volunteer team, Next Gen city wide team
2. Ensure the volunteer within Kids rock is adequately sized for effective ministry
 - a. Identify potential volunteers and, together with overseeing elder, recruit them into the team
3. Ensure the volunteer team within Kids Rock is functioning well
 - a. Ensure the training of KR volunteers – both formal and organic feedback, individually and collectively
 - b. Ensure new volunteers are appropriately prepared to serve
 - c. Model, teach and envision volunteers around the CGC ethos and values of kids ministry

4. Coordinate the volunteer team
 - a. Develop and communicate the volunteer roster for KR
 - b. Plan and delegate all the elements of KR on a Sunday
 - c. Resolve challenges or issues relating to volunteers or children on a Sunday
5. Engage with parents about Kids Rock and their children
 - a. Send out relevant communication to parents
 - b. Communicate with parents regarding any particular issues that arise during KR
6. Participate in content delivery when necessary
 - a. Across age groups, delivery input to children during Sunday meetings
7. Take primary responsibility within KR for the implementation of the Common Ground Child Protection policy
 - a. Ensure that all serving volunteers have been screened according to the policy
 - b. Provide relevant feedback to overseeing elder in the event of a breach of the policy
8. Ensure the effective administration of Kids Rock
 - a. Ensure that the registration of children is timeous and accurate
 - b. Communicate attendance numbers timeously to relevant people
 - c. Purchase the necessary supplies for KR within the specified budget
9. Contribute towards the city-wide next gen team
 - a. Attend and contribute in regular Next Gen calendar rhythms
 - b. Attend and contribute in termly Next Gen congregational meetings
 - c. Review the curriculum with the rest of the Kids Rock Team

Please submit your motivational cover letter and C.V. to Human Resources, Charnay Kleinsmith (charnay.k@commongroundchurch.co.za), by the 13th of March 2019.