



## Christ Community Church Job Description

**Job Title:** Adventure Kids Elementary Coordinator

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

**Days/Hours:** Minimum of 40 hours per week. Days and times may vary and are established based on the needs of the Ministry and are at the discretion of the Adventure Kids Director.

**Weekend Responsibilities:** This position has regular weekend duties and responsibilities and those are to be communicated in advance by the Adventure Kids Director.

**Reports To:** Adventure Kids Director

**MINISTRY PURPOSE:** This position is responsible for assisting the Adventure Kids (AK) Ministry in advancing AK's elementary programming, providing administrative support, and performing ministry-specific duties. In all duties, tasks, and interactions, this position will seek to advance Christ Community Church's mission of "Helping All People Find Freedom in Following Jesus."

### **MINISTRY QUALIFICATIONS:**

#### **Character:**

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality and a heart for service while championing the needs of the ministry and our growing church community.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

**Competency – Skills:**

- Possess a high degree of proficiency in word processing, database management, and presentation platforms to include Word, Excel, PowerPoint, and Planning Center Online (PCO).
- Giftedness in key areas of administration, organization, and communication.
- Initiative in both tasks and building relationships in order to support ministry leaders while understanding the balance between productivity and relational care.
- Excellent verbal, written, and interpersonal communication skills.

**Chemistry – Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing and changing church community.
- Exceptional degree of discernment, judgment, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly while extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.
- Ability to take calculated and faithful risks for Kingdom advancement and learn from making mistakes.

**Job Responsibilities:**

1. Collaborative team player who works with the AK Director to create and communicate a vision for a strong and vibrant Adventure Kids Elementary Ministry.
  - Encourage and ensure the volunteer team presents scripturally accurate teaching with a primary focus on each child's personal relationship with Jesus Christ.
  - Review, prepare, and evaluate curriculum and lessons to ensure materials presented align with CCC's mission, values, vision, and doctrinal statement.
  - Strategically integrate AK into the overall mission and vision of the church.
2. Recruit, train, encourage, and empower AK staff and volunteers to advance a culture of service throughout CCC under the supervision of the Adventure Kids Director.
  - As a leader of leaders, focus ministry responsibility on the training and empowering of next-level leaders.
  - Motivate and empower leaders to initiate volunteer recruitment.
  - Ensure initial onboarding, continual training, and discipleship of AK staff and volunteers.

3. Champion Family Discipleship within CCC Adventure Kids.
  - Commit to assist, support, and communicate with parents in the shepherding and intentional discipleship of their children.
  - Welcome, encourage, and maintain an environment that nurtures a child's heart, mind, and soul with a passion for God.
  - Equip and encourage team members to address parents and children with a heart of compassion, understanding, and deference in all situations and recruit the help and guidance of AK Staff when warranted.
  - Ensure the database security, and check-in processes enhance the overall ministry goals and experience.
4. Design excellent, creative, safe, and hazard-free Adventure Kids venues and spaces.
  - Ensure AK spaces are safe, clean, resourced, and decorated for discipleship emphasis.
  - Monitor classroom ratios and ensure safe and effective discipleship environments.
5. Adhere to all stated and implied regulations and guidelines within the CCC Employee Handbook.
6. Perform other related duties as assigned by the Adventure Kids Director.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma. Associate's Degree or equivalent credit hours in a related field of study is preferred.

**Experience:** Two (2) years of responsible directly related work experience in administrative support.

**Skills:** Excellent verbal, written, and interpersonal communication skills. The ability to learn new computer programs and databases. Ability to take initiative, multi-task, organize, prioritize, and meet deadlines. Ability to maintain the highest degree of discernment, judgment, and confidentiality at all times.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. 02-12-2025 kdelk