



### **Kids' Assistant Director**

Part time: 12 hours per week, Sunday mornings, Wednesday evenings and weekly prep

FLSA: Non-Exempt

Reports to: The Well Kids' Director

The Well Kids' Assistant Director (along with The Well Kids' Director) shall be responsible for overseeing the Children's Programming at The Well's Rosemount and Apple Valley campuses. Position begins mid-March 2018.

### **REQUIREMENTS**

#### **SPIRITUAL**

- Profess Jesus Christ as Lord and Savior
- Full engagement in active Christian lifestyle and discipline, focusing on the importance of the regular disciplines of scripture reading, worship, service and prayer. Model a lifestyle of tithing and generosity and serving out of call and giftedness
- Commitment to personal spiritual growth and healthy lifestyle
- Is in full alignment with/support of the purpose and core values of The Well
- Models standards and expectations of Christian leadership, including positivity and professionalism

#### **LEADERSHIP SKILLS**

- Ability to work in a team-based, strengths-based environment
- Attention to detail, self-starter, commitment to excellence
- Work as an agent of change, not a guardian of the status quo
- Exhibit confidentiality and ethical behavior

#### **ESSENTIAL FUNCTIONS**

- Oversee Children's programming (Pre-kindergarten through 5<sup>th</sup> grade) on Sunday mornings and Wednesday evenings.
- Review and implement curriculum for Pre-kindergarten through 5<sup>th</sup> grade
- Prep the weekly materials for Sunday mornings (both campuses) and Wednesday nights
- Coordinate activities and programming for each age group
- Facilitate learning and encourage spiritual growth of children and volunteers
- Assist in the recruitment, training and leadership of volunteers
- Implement the strategy of "The Well" for reaching and assimilating new families and children
- Assist in special events
- Understand and adhere to Safe Sanctuary policies

#### **QUALIFICATIONS**

- Adult 18 years of age or older
- Christian who feels a call by God into ministry
- Love for children and families
- Ability to build and lead volunteer teams
- Ability to lead children in a worship experience
- Experience with Preschool Ministry

## CORE COMPETENCIES

*Organizing:* Can gather and organize resources (people, materials, support) to get things done; uses resources effectively and efficiently.

*Planning:* Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

*Managing vision:* Articulates and supports the vision and mission of The Well, a United Methodist Church; talks beyond the here and now to a larger sense of purpose

*Developing volunteers:* Is able to identify raw talent and recruit capable people into positions of responsibility; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly

*Managing conflict:* Deals with problems quickly and directly; steps up to conflict, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and get cooperation. Use the Rule of Christ as a guide.

*Interpersonal relationships:* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

*Trust and integrity:* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

Please send letter of interest and/or resume by April 15, 2018 to the attention of Carol O'Neill, Church Administrator.

[coneill@thewellmn.church](mailto:coneill@thewellmn.church)

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