



**Title: Willamette Kids K-5<sup>th</sup> Lead**

**Directly reports to: Director of Willamette Kids**

**Location Assignment: Willamette Christian Church**

**Direct Supervision for: Children Kindergarten through 5<sup>th</sup> Grade**

*This is a fulltime position of 40 hours per week with benefits.*

**Spiritual Life**

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Be an active member in the WCC family, including Rooted, community life, and spiritual development.
- Provide an image of what a godly person looks like by imitating Jesus both in the workplace and outside of the church.

**Relational Leadership**

- Promote healthy and appropriate relationships with family, staff, and volunteers.
- Recruit, develop, pastor, and lead kids team staff and volunteers.
- Maintain an active and engaged team relationship with the staff at all campuses.
- Demonstrate character-based leadership with family, staff, and volunteers.
- Personally attain and maintain strong relationships with members of the WCC family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry.
- Fully understand the lifecycle of participation at WCC.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Communicate consistently and clearly with church family, staff, and volunteers.
- Disciple, shepherd and mentor your leadership team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.

**Leadership**

- Submit to the overall leadership and vision of WCC while bringing independent and vision minded leadership and advocacy to your ministry.
- Develop goals, objectives, outcomes, and action plans for your areas of responsibility to meet the overall objectives of our church.
- Provide direct supervision, decision making, and fiscal accountability for all ministry related efforts.
- Participate in select, key WCC family events including Rooted, baptisms, and others as identified.
- Participate in scaling our ministries for the needs of the future communities that we may serve.

## Operations and Oversight

- Recruit and Develop
  - An aptitude for building and maintaining healthy leadership teams
  - Recruit, train and develop volunteer leadership for K-5<sup>th</sup> grade ministry, maintaining fully staffed classrooms
  - Develop a Large Group team to effectively tell the story and model worship that is inspiring and practical
  - Develop relationship with Youth Pastors and partner where necessary
  - Develop efficient systems for classroom preparation, use and cleanliness
- Facilitate
  - Consults with Willamette Kids Lead regarding budgetary needs
  - Oversee K-5<sup>th</sup> grade within Willamette Kids on Sundays
  - Participate in select key WCC family events
  - Facilitate administrative processes as needed
  - Implement and support the substitute process
  - Drive regular appreciation initiatives within K-5<sup>th</sup> grade volunteer leadership
  - Oversee missions within the K-5<sup>th</sup> grade ministry and sponsored children
  - Plan and implement events for K-5<sup>th</sup> grade
- Program Care
  - Ensure the safety and security of children in our care through active engagement, verification and training of volunteer ministry and security staff
  - Oversee elementary curriculum implementation: physically, visually, relationally and spiritually
  - Specific attention paid to parent resourcing, family care and partnering with parents
  - Commit to excellence in maintaining and developing the classroom environment
  - Schedule leaders and maintaining staffing through Planning Center
  - Develop a team of mid-week volunteers
  - Engage with families through social media outlets and online platforms
  - Proficiency in Rock: reporting, check-in and data integrity

## To Apply:

If this opportunity is of interest and you meet the stated requirements, please forward the following:

- Current resume detailing your experience relevant to this role
- Cover letter with summary of experience and response to the following questions: What motivated you to consider this role? What is your interest in leaving your current position and/or why are you seeking a new opportunity? What specific gifts and strengths would you bring to this position at WCC?
- 3-5 professional references (people you have reported to and/or worked closely with)

For consideration, please email the above documents to [anikao@willamette.cc](mailto:anikao@willamette.cc). Please include “WK K-5th Grade Lead” in the subject line. Your information will be reviewed, and if your experience matches our needs you will be contacted to discuss next steps.