



RiverTree Christian Church POSITION DESCRIPTION

POSITION TITLE	Nursery/Preschool TreeHouse Kidz Director	Effective Date of Description	10/18/2017
Campus/Department:	RiverTree Jackson/Children's Ministry	Team:	TreeHouse Kidz
Position Status:	Part Time: 25+ hours per week		
Pay Status:	Salary	Exempt Status:	Exempt
Position Reports To:	Team Leader: RiverTree Jackson TreeHouse Kidz Director		
Position Supervises:	TreeHouse Kidz volunteers		

POSITION SUMMARY:

Provide direction for Nursery, Preschool and Special Friends areas in TreeHouse Kidz (THK) at RiverTree Jackson through vision casting, partnering with families, building your team and 360° leadership. Manage the areas during Weekend Gatherings.

POSITION RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

Responsibilities and essential job functions include but are not limited to the following:

- D Create a disciple making culture with kids, families and team
- D Create an environment that kids, families and team want to be a part of...fun, welcoming, positive, family like
- D Identify and develop leaders-replace yourself concept. Develop leaders for THK, other ministry areas or church planting
- D Continue your own spiritual growth-regular worship attendance, regular time with God, in discipling relationships
- D Continue growing yourself in areas of leadership, children and families
- D Oversee operation of weekend services in your area of THK- including but not limited to: recruiting and training new volunteers, manage the scheduling of volunteers, curriculum, managing safety and security protocol, partnering with parents
- D Oversee budget for THK area
- D Follow through with all TreeHouse Kidz Policies and Procedures

KNOWLEDGE, SKILLS and ABILITIES REQUIRED:

- D Spiritual Gifts Suggesting: Leadership, administration, shepherding, encouragement
- D In a mature trust and obey relationship with Jesus
- D Already or willing to be fully committed to RiverTree Jackson and our vision
- D Exemplary character and lifestyle



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- D Ability to multi task
- D Ability to problem solve on your own
- D Strong written and verbal communication skills
- D Ability to lead a team of approximately 100 people
- D A “can do” attitude that is professional and upbeat
- D Ability to work collaboratively with volunteers, parents, other ministries, area schools

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- D Routinely able to walk and stand for several hours at a time
- D Routinely able to lift young children
- D Proficient in computer skills including Microsoft office and Google platform
- D Must be able to work some hours on the weekend for our services

This job description is a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member.