



# Kids Midweek Team Leader Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Kids Midweek Team Leader

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Kids Midweek

**TIME REQUIREMENTS:** Part Time

**REPORTS TO:** Kids Midweek Director

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible to host and lead a midweek ministry event by completing pre and post administrative tasks to ensure the operations and programming of Kid's Midweek Ministry.

## ESSENTIAL SKILLS & EXPERIENCE:

- Two to three years of administration is preferred
- Experience in leading a team
- Active member of Watermark Community Church
- Growing follower of Christ and passion to share the gospel with kids and adults
- Excellent administrative skills and proficient in Microsoft Office
- Ability to take initiative to build relationships, accomplish tasks, and take responsibility for leadership over an event

## POSITION RESPONSIBILITIES:

1. Lead a team of volunteers and employees
  - a. Team Lead for at least one ministry event a week.
  - b. Lead a weekly pre-shift meeting (includes announcements, ongoing training & development, devotionals) that focuses on setting a positive ministry environment and encourages building relationships
  - c. Engage in team development regarding midweek policies, including uniform and safety standards, punctuality, job performance, etc.
  - d. Be alert to logistical and inter-personal issues and able to problem solve quickly and efficiently
  - e. Engage in conflict resolution with staff, parents, and children
2. Complete administrative tasks throughout the week
  - a. Manage any ministry event specific emails.
  - b. Oversee and manage ministry event registration
  - c. Prepare, print, and complete assigned ministry event paperwork, including classroom rosters, leader room assignments, classroom schedules, etc.
3. Participate in monthly Team Leader Meetings, All Staff Trainings, Staff Socials, and Annual Retreat

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Dependable
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Team player