



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

DEPARTMENT: Kids Midweek

REPORTS TO: Kids Midweek Director

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Part-time

CLASSIFICATION: Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

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.

POSITION RESPONSIBILITIES:

- Lead a team of volunteers and employees
 - a. Serve as 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
- 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.
- Participate in monthly Team Leader Meetings, All Staff Trainings, Staff Socials, and Annual Retreat

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- 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
- Dependable, flexible, adaptable, warm, hospitable, joyful in demeanor, team player

All employees' job descriptions are subject to change from time to time at the sole discretion of management.