

ICC Kids Assistant Director

The ICC Kids Assistant Director works with the ICC Kids Director to identify and lead a volunteer team and implement strategies to draw more families to church through the ICC Kids ministry.

ICC Kids, the children's ministry of International Christian Center, provides relevant, age-appropriate learning and connection opportunities for kids birth through 5th grade. ICC Kids is dedicated to partnering with parents to help raise children to have a strong relationship with Christ.

We're looking for an Assistant to lead with a base of volunteers to provide ministries for kids during regular adult worship experiences. If you're on fire about seeing kids and families grow in their relationships with Christ and with each other, keep reading!

Who you are:

- Passionate about sharing the ICC Kids ministry with families in the church, people in the community and volunteers
- A fast-paced, experienced leader with a track record of executing multiple projects at once
- Driven to connect with people and help them discover their gifts and talents
- A strong communicator and team player who listens well and applies feedback appropriately

What you'll do:

- Identify, inspire, train and appreciate ICC Kids volunteers
- Exceed the required number of volunteers for all weekend and mid-week experiences
- Consistently cast vision, values, and culture for the volunteer team
- Work with the ICC Kids Director to grow attendance by implementing strategies that draw families to the church through the ICC Kids ministry

For bonus points:

- Have a proven track record in growing a team of people and inspiring them to action to achieve a common goal
- You can make us (and most other people) laugh

To view the expectations and responsibilities of this role, [please view the job description](#).

Job Title: ICC Kids Assistant Director
Department: ICC Kids
Reports to: ICC Kids Director
Supervisory role: No

ICC wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary:

The ICC Kids Assistant Director is responsible for building a team that leads and executes ICC Kids ministry by inspiring others to serve in ICC Kids. The ICC Kids Assistant Director will also be responsible for working with the ICC Kids Director to foster an environment conducive to excellence and safety in the ICC Kids ministry. Additionally, this role will oversee volunteer orientation and training that includes appropriate placement of volunteers based on their personal gifts and passions.

Duties and Responsibilities:

I. Build an ICC Kids ministry team

- Recruit people through the vision of ICC Kids on the weekends
- Make sure leaders and rooms are set up and ready to serve on the weekends
- Connect with ICC Kids leaders weekly via phone call or in person
- Help ensure the overall operations of the weekend is meeting all expectations
- Oversee volunteer orientation and training that includes appropriate placement of volunteers
- Oversee ICC Kids video recordings
- Schedule and recruit leaders for video recordings

II. Maintain a positive ICC Kids environment to establish excellence in the ministry

- Communicate daily with the ICC Kids Director
- Balance tasks and relational aspects of the role
- Work with the ICC Kids Director to help reach all listed goals required
- Lead day-to-day operations of the ministry
- Oversee all operations on Sunday for all services

Knowledge, Skills and Abilities:

I. Abilities

- Must exemplify a high level of passion about sharing ICC Kids vision with our community
- Facilitate on-going training and coaching for volunteers.
- Ability to stay organized and can maintain administrative duties

II. Knowledge

- Clearly understand all ICC Kids programs and curriculums, systems and processes, along with policies and procedures related to volunteerism, partnering with parents, and Next Steps for families through the ministries of ICC
- Knowledge of Planning Center & other methods of communication

III. Skills

- Effective at conflict management, time management, and coaching skills
- Excellent verbal, written, and oral communication skills
- Experience in Microsoft Word and PowerPoint
- Exceptional problem-solving skills
- Maintain composure during stressful situations

IV. Education

- High School Diploma or GED
- Up to 12 months of related work experience

Working Conditions and Requirements:

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance. The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. At ICC, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.