

KidZone Weekend & Evening Supervisor



KIDZONE SUPERVISOR ROLE DESCRIPTION

The KidZone Weekend & Evening Supervisor is responsible for the management of KidZone Ministry and the supervision of KidZone staff supporting evening and weekend adult programs.

RESPONSIBILITIES

Create Bible Based Curriculum for Use in Classrooms for Each Program in Coordination with the Morning and Afternoon Kidzone Supervisor

- Develop and prepare curriculum
- Ensure room is fully staffed and resources are prepared in advance
- Manage KidZone Teachers as they lead each classroom through curriculum

Approve and Schedule All Event Requests for Evening & Weekend KidZone Through eSpace

- Ensure accurate billing of departments by coordinating with both accounting and payroll.
- Verify and approve accurate payroll for kidzone teachers on a bi-weekly basis.
- Schedule and track event requests
- Serve as a liaison between ministries requesting support and KidZone; specifically, regarding room layouts and sharing of resources.

Complete Administrative Responsibilities for KidZone Ministry

- Prepare and update the KidZone Staff Handbook
- Manage KidZone budget and track monthly expenses
- Ensure ministry area of Church Community Builder is organized, accurate and up to date

Partner with Team to Cultivate Relationships with Children and Families

- Connect relationally with children and families during drop-off and pick-up times
- Assists staff for various events throughout the year
- Ensure the safety and well-being of children at all times

Recruit and Lead a Highly Effective KidZone Staff

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism, discretion and a service-orientation in all interactions

Qualifications and Continuing Certifications

- Meet background check, immunization and health requirements for childcare professionals
- Maintain up to date CPR/First Aid certification

Perform Other Duties and Tasks as Assigned

KidZone Weekend and Evening Supervisor

MINISTRY:
Adult Education

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Adult Education Pastor
- Attend department and All-Staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

SUPERVISOR: Adult Education Pastor

POSITION TYPE: Part Time –Exempt

HOURS PER WEEK: 20 – 25 Hours

HOURLY RANGE: \$14.48 - \$21.72

BENEFITS: Paid Vacation and Sick