

KidZone Weekend & Evening Supervisor



KIDZONE SUPERVISOR ROLE DESCRIPTION

The KidZone Weekend & Evening Supervisor is responsible for implementing the Christ-based curriculum from the Kidspoint Ministry and for recruiting and equipping a staff and volunteer team to support evening and weekend adult programs at Cherry Hills Community Church.

RESPONSIBILITIES

Utilize Next Gen Curriculum in Classrooms for Each Program

- Prepare curriculum in coordination with the Morning and Afternoon KidZone Supervisor
- 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 CCB

- Serve as a liaison between ministries requesting support and KidZone; specifically, regarding room layouts and sharing of resources
- Schedule and track event requests
- Prepare and update curriculum materials to be used in sessions supporting special events
- 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

Complete Administrative Responsibilities for KidZone Ministry

- Recruit and lead a highly effective KidZone staff
- Update the KidZone Staff Handbook as needed with the Kidspoint Director
- Manage KidZone budget and track monthly expenses
- Ensure ministry area of CCB 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
- Assist staff for various events throughout the year

Ensure the Safety and Well-Being of Children at all Times

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

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Kidspoint Director
- Attend department and All-Staff meetings

Qualifications and Continuing Certifications

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

REQUIREMENTS

- Early childhood care experience: degree, daycare, preschool, in home care.
- Relevant experience: Volunteer time within kids ministries, VBS, etc
- Maintain current CPR and first aid certification, must be able to pass background check
- Basic computer and technical skills: Outlook, Excel, schedule management
- Physical job duties: kneeling, sitting, lifting and transferring children
- High level of effective communication, organization, and ability to handle stressful situations

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](#)

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role:

Leadership
Administration
Shepherding

KidZone Weekend and Evening Supervisor

MINISTRY:
Kidspoint

SUPERVISOR: Kidspoint Director

POSITION TYPE: Part Time - Exempt

HOURS PER WEEK: 20 - 25 Hours

HOURLY RANGE: \$14.48 - \$21.72

BENEFITS: Paid Vacation and Sick