



## Job Description

**Position Title:** RKidz Check-In Assistant  
**Reports To:** RKidz Director  
**Revised:** 11/13/18

**Department:** RKidz Ministry  
**Status:** Part Time (15 hours/wk)

### Primary Purpose

The primary purpose of the RKidz Check-In Assistant will be to assist the RKidz Team in the mission of *partnering with parents to love and lead children to be devoted followers of Jesus*. The RKidz Check-In Assistant will accomplish this by coming alongside and offering administrative support to the RKidz Director and team, as well as coordinating the KidCheck Program.

### Position Requirements

- High School diploma and working towards a degree
- Experience leading people and the love of working with children
- Ability to communicate clearly and concisely, both orally and in writing
- Time management, multi-tasking, and organizational skills
- Ability to demonstrate effective problem solving and decision-making
- Coachable and able to receive direction/constructive criticism well
- Ability to develop, lead, and motivate volunteer teams
- Able to work independently, as well as with a team
- Ability to use Orange Curriculum online
- Proficient knowledge Pro-Presenter, Mac, and basic computer skills

### Specific List of Responsibilities

- **Administrative**  
Assist the RKidz Director with the onboarding of new volunteers, events planning and execution and communication.
- **KidCheck**  
Schedule, train, and lead teams to staff KidCheck stations during services. Have an understanding of CCB and check-in software and be able to troubleshoot. Set up and tear-down stations on Sunday mornings.
- **Leadership**  
Participate in monthly team meetings, church staff monthly meetings, retreats, and other culture-building events.

### Direct Report and Reviews

- Direct report to Children's Director and Family Ministries Director

## **Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Models standards and expectations of leaders within Rockharbor Church, including, but not limited to:
  - Partnership (Time, Treasure, Talent)
  - Regular attendance at all services and Rockharbor Church
  - Abstain from tobacco and illegal substances

At Rockharbor Church we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.