

### POSITION OVERVIEW

<b>Status:</b>	<b>Paid</b> Contract from July to October (equivalent to 8 hours per week, plus an extra 40 hours to cover the week prior and the week of the Kids Connect program)
<b>Report to:</b>	Kids Connect Director (Sophie Brodie)
<b>Site:</b>	Multi-site ministry, situated at Georges River Life Centre, Peakhurst
<b>Direct oversight of:</b>	The following volunteers present during the KC program: Admin Helper; Tribal Wars, Playground, Sign in, Hospitality coordinators; Kids Connect Helpers (not full-time small group leaders)
<b>Proposed Kids Connect Date:</b>	Wednesday 9 – Friday 11 October 2023

Inviting **Expression of Interest for Kids Connect Assistant Director for 2024.**

**Kids Connect is our three day school holiday program for school aged children in Kindy – Year 6. It has also been a missional opportunity in the past for 20-40 of our youth to serve as leaders.**

We are looking for someone who is organised, has demonstrated experience in leading people, projects and/or events, and is passionate about the role our Kids Connect ministry plays in children's discipleship and investing into our wider community. We consider this a wonderful prospect for someone in our GRLC family who is seeking to take on some short-term work that allows them to use their skills and passions. While experience working with children and young people is desirable, experience and skills in event management, managing teams, education and administration are also in line with the work of this role.

The Kids Connect Assistant Director assists the Kids Connect Director in the overall smooth and effective running of the Kids Connect project, and practically ensures the vision and purpose of KC is implemented throughout every area of the project they are overseeing.

They will assist in some overall general administration for the project (including communications, document creation, preparing for the leader meetings) as well as being responsible for a selection of the ministry areas such as, Playground (our activities as people arrive), Tribal Wars (our big group games), Sign in, Child Registration and Admin, Morning tea and Hospitality, and Sound/Visuals). Each of these areas have their own volunteer coordinator, and their role is to find and support their volunteers to ensure they prepare and facilitate that area effectively. All volunteers from the church that are not full-time small group leaders (known as KC Helpers), will come under the oversight of the Assistant Director.

Please see attached the Position Description from 2023 for insight on the role's breakdown, noting that there is some flexibility on the ministry areas based on the applicants' skills, experience and passion areas.

Please send a one page EOI letter to our Generations Pastor and Kids Connect Director, Sophie Brodie ([sophie@grlc.org.au](mailto:sophie@grlc.org.au))

) by **Friday 15 March by 5pm**, including:

- Your name, address and contact details
- A summary of your skills, experience and qualifications
- Details of any relevant work you have done in the past
- Information about why you are interested in the role

# KIDS CONNECT POSITION DESCRIPTION 2023 Assistant Director

## Overview

<b>POSITION:</b>	Kids Connect Assistant Director
<b>STATUS:</b>	Paid - please see Project Contract
<b>REPORT TO:</b>	Director - Sophie Brodie
<b>LIASE WITH:</b>	Core Team, GRLC Communications
<b>DIRECT OVERSIGHT:</b>	Admin Helper; Tribal Wars, Playground, Sign in, Hospitality coordinators; Kids Connect Helpers present on the week
<b>BUDGET:</b>	-
<b>JOINED:</b>	July 2023
<b>TIME:</b>	Thursday 13 July - Thursday 12 October
<b>KEY DATES:</b>	<i>Please see the <a href="#">Key Dates</a> document for more details</i> Kids Connect Launch: Sunday 23 July in gatherings Small Group Leaders Meeting: Thursday 31 August Final Wrap Up Meeting: Thursday 13 September Admin Week: Tuesday 19 + Wednesday 20 September Final Set Up: Sunday 24 September Kids Connect: Tuesday 26 Sept - Thursday 28 Sept

## POSITION DESCRIPTION SUMMARY

The Kids Connect Assistant Director is responsible in assisting the Kids Connect Director in the overall smooth and effective running of the project, Kids Connect, and to practically ensure the vision and purpose of KC is implemented throughout every area of the project they are overseeing.

They will assist in overall **general administration** for the project (including the communications, meetings and events in the lead up) as well as being responsible for the **areas of Playground, Tribal Wars, Sign in, Child Registration and Admin, Morning tea and Hospitality, and Visuals**. This includes the support of each area's coordinators as they prepare, implement and facilitate. All volunteers from the church that are not full time small group leaders, will come under the oversight of the Assistant Director.

As **part of the Core Team**, they will also have an important voice in decision making, which expected to be done prayerfully and in line with the vision of the project. They will attend Core team meeting with a particular focus on how things can be logistically executed.

This role can be divided into **administration tasks, planning and preparation, equipping coordinators and teams** and **vision and spiritual direction**.

*Please see Role Overview for more breakdown of tasks and expectations.*

## SAFE CHURCH & OTHER POLIY REQUIREMENTS

The Kids Connect Coordinator must complete the following forms and processes:

- a) Ministry screening questionnaire
- b) Working With Children Check
- c) General Induction
- d) Code of Conduct for Leaders / Code of Ethics
- e) Creating Safe Spaces (Advanced)
- f) WHS training and Food Handling
- g) Police Check
- h) Kids Connect Specific Induction (presence with children, communication, duty of care, permission and mandatory reporting)

## QUALITIES/ EXPERIENCE NEEDED

### Essential Qualities/Experience

- A passionate disciple of Jesus
- Demonstrated passion to see children grow in their discipleship
- Demonstrated experience working with children
- Demonstrated experience as a key leader or coordinator in a similar or equivalent ministry
- Demonstrated experience and passion in leading teams and working as an effective team member to see the completion of equivalent projects
- Demonstrated ability in organising and prioritising workload, and executing with efficiency
- Excellent written and verbal communication and interpersonal skills
- Gift of discernment, decision making and value for collaboration
- A partner of GRLC
- Compliance with the above Safe Church requirements and Church policies on WHS, Safe Church framework such as Conflict.

*Please refer to the code of conduct.*

## ROLE EXPECTATIONS

### Work Hours

- As this is project work, the role is to complete the responsibilities in an effective and timely matter vs set

works hours and days. The contract was developed with the equivalent of one working day (approx. 8 hours) in mind.

- There is flexibility in hours and days and how the work is undertaken
- There is an expectation to be at meetings even if out of normal business work hours, but can be used time worked for that week/part of the role.

**Communication and Meetings**

- Please prioritise the weekly catch up meeting with the Director.
- Teams will be the main form of electronic communication with the use of planner to manage tasks

**Leadership**

- Lead with integrity, encouragement and honour
- Lead with an understanding of representing our church and Jesus
- Please see code of conduct.

**ROLE OVERVIEW, TASKS AND TIMELINE**

Assistant Director Responsibilities	Director Responsibilities
<ul style="list-style-type: none"> <li>- Planning, communicating and leaders all volunteer helpers</li> <li>- Kids Connect Child Administration (registration, data entry, name tags, sign)</li> <li>- Sign in</li> <li>- Playground</li> <li>- Tribal Wars</li> <li>- WHS and First Aid</li> <li>- Sound and Visuals</li> <li>- Video Team</li> <li>- Morning Tea and other hospitality</li> <li>- Thursday Afternoon Parent Gathering</li> <li>- Site Management and Parking</li> </ul>	<ul style="list-style-type: none"> <li>- Vision / Comms / Direction</li> <li>- Family Discipleship Integration and Community Connect Bridge</li> <li>- Teaching (Drama, Teaching, Small Groups)</li> <li>- Small Group Leadership + Training (including overseeing Teen Leadership)</li> <li>- Teaching</li> <li>- Drama</li> <li>- Upfront</li> <li>- Worship</li> <li>- Kids Bags, T-shirts and Resources</li> <li>- Decorations / Theme / Site Set up and pack down</li> <li>- Parent Connection / Welcoming and Coffee</li> <li>- General Site Set Up</li> <li>- Safe Church</li> </ul>

General Administration/Helpers
<p><b>Registrations</b></p> <ul style="list-style-type: none"> <li>- Make new leadership and helper application in line with new Safe Church procedures (with Sophie)</li> <li>- Work with GRLC Communications Officer to design web page and registration page</li> <li>- Mail chimp/Email templates: Promoting KC 2023, After Small Group Leader sign up, After helper sign up, After Kids Rego, Two week out helper email with WHAT, WHEN, WHO and other details</li> </ul>

- Oversee Rego Admin person
- Create new helper information page
- Create new small group information page
- Recruit helpers through church desk and online, confirm this and then add to table to come back too and CCB helper group.

**Helpers and Leaders**

- Support and care for each of the coordinators in their ministry areas
- Recruiting, communicating with and equipping all volunteers that are not small group leaders
- Pulling together a helper team during the week for basic admin tasks that don't necessarily fall into areas

**General**

- Create daily timetable for Property Manager for what set up/facilities is required
- Create new Tenants letter for letter box drop (2 weeks out)
- WHS Risk Assessment (with Director)

**Admin for Week**

- Name tags
- Signs
- Sign in forms
- Slips for Parent gathering/event

<b>Tribal Wars</b>	<b>Playground</b>
<ul style="list-style-type: none"> <li>- Find coordinator and send through relevant PD</li> <li>- With coordinator, create team names, and logo</li> <li>- Design 3 tribal wars (big games) for each day</li> <li>- Find 8 kings and queens and 4 helpers from the small group leaders</li> <li>- Sources props, resources and materials</li> <li>- Meeting with kings and queens so they know what each day holds/get ready day</li> </ul>	<ul style="list-style-type: none"> <li>- Find coordinators and send through relevant information including PD</li> <li>- Decide on daily activities and names</li> <li>- Playground signs to be made (laminated on Admin Day)</li> <li>- Find playground coordinators for each group</li> <li>- Communicate/meet with coordinators so they understand what each playground activity means and how to lead other leaders in it</li> <li>- Create resource boxes for each playground activity</li> <li>- Assist coordinator in setting up on Sunday before</li> <li>- Small group leaders roster allocation</li> </ul>
<b>Sign in and First Aid</b>	<b>Site Manager/ Parking/Cleaning</b>
<ul style="list-style-type: none"> <li>- Find coordinator and send through relevant information and PD</li> <li>- Sign in documents and signage</li> <li>- Sign in helpers (approx. 8 helpers a day)</li> <li>- Make first aid job description</li> <li>- Find first aid officer</li> <li>- Organise ice and esky for medication</li> </ul> <p><b>First Aid Folder/Tub:</b></p>	<ul style="list-style-type: none"> <li>- Recruit Site Manager</li> <li>- Collecting and recruiting people to sign up to do parking and cleaning</li> <li>- Pull together the Site manger's timetable and list (outlines the week of Kids Connect and what supplies and resources is needed at each time in each location).</li> </ul>

<ul style="list-style-type: none"> <li>- small group list</li> <li>- all kids with red tags</li> <li>- emergency contacts</li> <li>- list of children on first day -&gt; medical form to give to FAO</li> <li>- incident report</li> <li>- incident lists</li> <li>- sandwich bags etc to make small ice packs up</li> </ul>	
<p align="center"><b>Parenting Gathering</b></p>	<p align="center"><b>Morning Tea</b></p>
<ul style="list-style-type: none"> <li>- Find food coordinator (and decide on food)</li> <li>- 3 people to do coffee</li> <li>- Buy slices and get someone to pick them up</li> <li>- 2 people serving slices</li> <li>- Consider entertainment for kids and how to make it special</li> </ul>	<ul style="list-style-type: none"> <li>- Find coordinator for this and/or helpers during the week</li> <li>- Decide how it will be done (as this is a new elements only introduced last year)</li> </ul>
<p align="center"><b>Sound, Visuals, Video Team</b></p>	<p align="center"><b>Admin Week</b></p>
<ul style="list-style-type: none"> <li>- Find someone to do Sound and send through relevant information</li> <li>- Find someone to do Visuals and send through relevant information</li> <li>- Find someone to film a video during the week and send through relevant information</li> <li>- Create or delegate set of visuals and things we will need during the week</li> </ul>	<ul style="list-style-type: none"> <li>- Kids, leaders and helpers Name tags (cutting and stuffing with list of kids in each group in small group leader name tag)</li> <li>- Tribal War Dots</li> <li>- Playground and general signs (eg toilet)</li> <li>- Rolls for each small group per day</li> <li>- Pages to put in front sleeve of rolls</li> <li>- Small group signs (6x A4, 3 x A3)</li> <li>- Different coloured lanyards for those who can't be photographed (normally White dots)</li> <li>- Laminate 4 x A3 small group leaders list</li> <li>- Laminate 4 x A3 timetable</li> </ul> <p><b>Lists we Need</b></p> <ul style="list-style-type: none"> <li>- Full detail list for assistant folder</li> <li>- Full List of kids for first aid with emergency contact</li> <li>- List of kids with allergy or medical condition for first aid officer</li> <li>- List of kids by name, and kids by group for playground</li> <li>- Leaders tribe list</li> </ul>