

Job Posting

Carruthers Creek Community Church (C4 Church), Ajax, Ontario

Denomination: Associated Gospel Church

Church size: 1300 to 1500

Job Title: Age and Stage Ambassador in the C4 Kids Ministry

Job Type: Two Part-time positions available, paid on an hourly basis. Each position is structured for working 3 ½ hours on Sunday mornings and 5 ½ hours on Thursdays on site.

This person provides customer service between C4Kids volunteer staff and parents in the following ways.

General attitude:

- ✓ Unconditional commitment to displaying the love of Jesus to others in all circumstances
- ✓ Have a positive attitude towards and support the vision of C4 Church including the ministry philosophy of Plan to Protect and possess an unwavering commitment to child safety procedures
- ✓ Teachable and submissive to leadership
- ✓ Relate well to C4Kids volunteer staff and parents
- ✓ Strong intuitive skills in recognition of stress and to express genuine concern for others
- ✓ Ability to take initiative and respond to a variety of needs; be able to soothe others under stress and prayerfully step in to ensure a smooth transition into and out of children's areas and release parents/escorts to move on
- ✓ Look for the spiritual needs of others and wherever possible, seek assistance of others and delegate intervention
- ✓ Creative, "think on your feet" problem solver
- ✓ Be able to strategize and plan with others on the team

Specific attributes:

- ✓ Greet arriving parents and children so as to be able to initiate and establish relationship building conversations and to establish care sensitive actions to support these families
- ✓ Be able to communicate with weekly phone calls, emails and while in the on-site environment in order to initiate relationship building contact on a regular basis with the volunteer staff
- ✓ Excellent organizational skills and wise time management
- ✓ Be able to work independently and as part of a whole

Interested parties are invited to submit their resume to Pastor Gillian McShane-Shields, Pastor of Family & Children's Ministries by email. Email address: **kids@c4church.com**.

Deadline for submittals is November 28, 2012.

Please note that only successful candidates will be contacted.

Role & Responsibilities

Job Description for Age / Stage Ambassador (Grade 1 to Grade 4)

PRIMARY TASK LIST

ACCOUNTABLE TO: Family and Children's Pastor

ACCOUNTABLE FOR: Front line communiqué for C4 Kids volunteer staff and C4 families with children from 3 months to 3 years

Guidance and Inspiration

- ☛ Prayer and devotions as part of daily life and activity
- ☛ Desire to learn about children's spiritual formation
- ☛ Unconditional commitment to displaying the love of Jesus to others in all circumstances

Ministry Liaison

- ☛ Act as the customer service first line contact between the C4 Kids volunteer staff and parents of our children's ministry
- ☛ Act as the ministry lead between 25 volunteer staff and Family and Children's Pastor
- ☛ Teachable and submissive to pastoral leadership
- ☛ Problem solver, approachable, and a strong but gentle leader
- ☛ Trouble shoot with timely turnaround, calm and friendly demeanour
- ☛ Connect with C4 volunteer staff team with last minute instructions or adjustments
- ☛ Be able to strategize and plan with others on the team

Facilitation and Communication

- ☛ Handle Sunday responsibilities with a working knowledge of the C4Kids programme and ongoing training
- ☛ Greet arriving parents and children so as to be able to initiate and establish relationship building conversations and to establish care sensitive actions to support these families
- ☛ Strong intuitive skills in recognition of stress and to express and genuine concern for others

- Help develop / maintain positive and clear communication with weekly phone calls being the primary tool, emails being secondary, and during the on-site environment
- Approach situations with a “think on your feet” calm attitude
- Be able to work independently or as part of a whole
- Handle curriculum preparation work as required
- Administration in accordance with the Plan to Protect

Organizational Tasks

- Be punctual and arrive at the church one hour (9 a.m.) before the start of service
- Excellent organizational skills and wise time management
- Know how to coordinate dismissal, traffic flows and emergency dismissal
- Detail oriented
- Strong commitment to positive team dynamics

Planning

- Personal planning of tasks, priorities and work schedule
- Execution of age / stage curriculum
- Weekly meeting with Family and Children’s Pastor and Curriculum Prep worker

Professional Development

Skills upgrading under the direction of the Family and Children’s Pastor

Level of Effort

- This is a part-time leadership position to lead C4 Kids volunteer staff and offer excellent customer service to both the volunteers and the C4 families
- Part-time position consisting of 10 hours on a weekly basis: 3.5 hours on Sundays, and 5.5 hours on Thursdays on-site