



the grainery church

## POSITION DESCRIPTION

Position Information	
<b>Job title:</b> Rookies Leader	<b>Reports to:</b> Children's Pastor
<b>Team:</b> Children's	<b>One up Manager:</b> N/A
<b>Job Description</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated	<b>Date created:</b> August 2020
<b>Key Relationships:</b> <ul style="list-style-type: none"><li>• Children's Pastor</li><li>• Other Grainery staff</li><li>• Grainery Kid's team and volunteers</li></ul>	<b>Days per week:</b>  1 day (7.6 hours) per week*

Primary Purpose
<p>The Rookies Leader is responsible in leading the Rookies (children in years 5 and 6) Ministry, in conjunction with the Children's Pastor.</p>
Key Accountabilities
<p>Key Responsibilities include:</p> <ul style="list-style-type: none"><li>• Building the Rookies team (recruiting volunteers)</li><li>• Organising fortnightly connect groups</li><li>• Organising a monthly Friday night social event</li><li>• Leading the Sunday teams across the services that have a Rookies class<ul style="list-style-type: none"><li>- Currently this is the 8:30/10:15/4pm celebrations</li></ul></li><li>• Taking a lead role in planning the yearly September Rookies camp</li><li>• Helping with Children's events</li><li>• Admin tasks for class preparation</li></ul> <p>*This role requires the applicant to be able to work on Sundays, with a few hours during the week dedicated to lesson prep, event organisation and any other admin related to Rookies. The role is currently 1 day per week, with the future possibility of increasing hours as the role grows. The applicant must be available to assist in other areas across the Children's ministry where needed.</p>

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## Job Specific Skills, Knowledge & Qualifications, Experience

<p><b>Skills</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Passion to see young people grow in their faith</li> <li>• Effective communication</li> <li>• Strong interpersonal skills, to effectively minister and support others</li> <li>• Ability to work effectively within a team</li> <li>• Ability to lead volunteer teams</li> <li>• Creative thinking and problem-solving ability</li> <li>• Strong interpersonal skills in order to develop and manage relationships with internal staff</li> <li>• Ability to resolve conflict</li> <li>• Strong administration skills</li> <li>• Strong computer skills</li> </ul>
<p><b>Knowledge &amp; Qualifications</b></p>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualifications in child related services</li> <li>• Knowledge of child development stages and understanding of Curriculum planning and management.</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience working in an administrative role</li> <li>• Experience in working with children</li> </ul>

## Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to The Grainery Church and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of The Grainery Church.
- At all times act at a high standard of professional behaviour.
- Not act, or be seen to be acting, in conflict with the best interests of the Church.
- Be an active part of whole church events.
- Always strive for clear and reliable communication internally within own ministry, and externally in communicating with all leaders, staff, and other individuals.
- Practice responsible time management.
- Work effectively within teams.
- Strive to complete all weekly tasks, including those extra tasks allocated to you during staff/ ministry specific meetings, and if unable to complete, communication of this is provided to those involved.

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- Show respect to all Grainery ministries, always working alongside other ministries towards the greater vision of The Grainery. This includes being respectful of all church resources and room usage.
- Ensure to follow correct administrative and organizational processes, for example working within the church's event calendar; seeking approval for events, rearranging spaces/rooms back to the original state after use.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within your ministry.
- Must have a paid Working with Children's Check

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