

# BrookwoodKiDs Connection Manager

## ***Standard Hours***

Refer to standard policy for office hours

- Full – Time salaried position (40 + hours)
- Additional hours may be required periodically

## ***Background, Skills and Experience***

- At least 2 years of previous ministry experience.
- A lifestyle that reflects spiritual maturity and consistent growth.
- Called to serving God through ministry.
- Management experience and the ability to lead a diverse group staff and volunteers.
- Ability to effectively problem solve with team members, parents, kids, and volunteers.
- Ability to multi-task and thrive in a fast-paced environment.

## ***Job Responsibilities***

- **Leadership**
  - Support the mission and vision of loving God and loving people.
  - Meet with the team for the purposes of planning, implementing, and evaluating.
  - Meet with the Connection Coordinators on a weekly basis for the purposes of communication, encouragement and follow up.
  - Develop and conduct leadership training using a variety of multimedia tools.
  - Have a presence to resolve issues with kids, volunteers, parents, and check-in.
  - Oversee Sunday mornings in the BrookwoodKiDs small group and welcome areas.
  - Work with leadership team to create and implement BrookwoodKiDs Ministry budget and ensure that ministry areas stay within the budget.
  - Develop, implement, and maintain policies and procedures that help to ensure the safety of the volunteers, kids, and families of BrookwoodKiDs.
- **Spiritual Development**
  - Regularly participate in the Worship services and encourage your team to do the same.
  - Work to provide times for fellowship and team building for the team.
  - Provide spiritual mentoring and an atmosphere for spiritual growth.
  - Minister to the staff, kids, and families.
- **Connection**
  - Lead a weekly staff meeting to plan.

- Lead Connection Coordinators to build and maintain relationships with volunteers to encourage spiritual growth and equip them for ministry.
- Lead in the development and implementation of ongoing training for key leaders, parents, and volunteers.
- Manage social media for BrookwoodKiDs
- **Check-in/Database**
  - Turn on and log in all check-in computers on Sunday morning
  - Provide assistance with Check-in systems.
  - Manage Rock database for BrookwoodKiDs and serve as liaison to IT department.
- **Events**
  - Manage Connection Coordinators and their roles in events.
  - Participate in events sponsored by BrookwoodKiDs and Family Ministry.
  - Parent/Child Dedication
    - Work with lead coordinator to ensure all aspects of Dedication are in place for each ceremony.
    - Attend and participate assigned role in the ceremony.
  - Adventure Week
    - Manage all areas outside of production.
    - Work with team on planning and implementation of Adventure Week training.
    - Participate in Adventure Week Sunday.
    - Manage Get-R-Done team.
  - Baptisms
    - Work with Lead Coordinator to ensure all baptism gifts for ceremony.
    - Attend baptism ceremony.
  - Volunteer Appreciation Dinner
    - Assist with planning for assigned team responsibilities.
    - Attend and participate in the dinner.
  - One Camp
    - Assist Students in planning for One Camp.
    - Attend One Camp if assigned by supervisor.
- **Other duties as assigned by supervisor**

### ***Management***

- **Training** - Requirements for individual's training and development needs will be determined.