



# TRIUMPH KIDS ASSOCIATE WEST CAMPUS POSITION DESCRIPTION

<b>TITLE:</b>	Triumph Kids Associate	<b>HOURS:</b>	22 hours/week; 44 week*
<b>REPORTS TO:</b>	Triumph Kids West Director		(hours shared btwn 2 people)
<b>PAYROLL STATUS:</b>	Hourly, Non-Exempt	<b>LOCATION:</b>	West Fargo Campus

**MISSION** *To share the grace and truth in Jesus Christ as He is changing our lives*  
**VISION** *To see the life and message of Jesus transform hearts, homes and cities*  
**CORE VALUES** *Jesus and God’s Word, Grace and Truth, Disciples Making Disciples*

\*During peak seasons such as VBS and Fall start-up, more hours may be needed. Hours will be set as needed by the Triumph Kids Director.

## I. POSITION SUMMARY

The primary purpose and responsibility of the Triumph Kids Associate is to actively serve as a vital part of the team of staff and volunteers who minister to children (birth-5<sup>th</sup> grade) and families at our West Campus. This person will work closely with the Triumph Kids Director to implement and coordinate ministries, events, and discipleship opportunities within Triumph Kids at the West Campus.

## II. RESPONSIBILITIES

<i>Key Accountability</i>	<b>Rank</b>	<b>Weight *</b>
<i>Execution</i>	1	55%
<i>Relationships</i>	2	20%
<i>Leadership</i>	3	15%

\* Weight accounts for 90% to accommodate unexpected, ad hoc tasks

### 1- EXECUTION (WEIGHT: 50%)

- **Accountability Statement:**
  - In partnership with the Triumph Kids West Director, be actively engaged in the execution of Triumph Kids ministry plans.
- **Measure of Success:**
  - Triumph Kids West ministry areas are planned, prepped, recruited for, managed and carried out with excellence.
- **Responsibilities and Actions include, but not limited to:**
  - Assist the Triumph Kids West Director to plan, lead, and supervise weekly Triumph Kids West programming at the West Campus.

- Lead the preparation of supplies and materials for Sunday morning and/or Wednesday programming.
- Maintain supply room, prop room, and upstairs storage to ensure proper organization and replenishment of supplies as needed.
- Assist the Triumph Kids Director to plan and implement Triumph Kids special events – including Family Fun Night, Beach Bash, Day Camp, Boys/Girls Nights, and VBS.
- Support the Nursery and Children’s Church staff as needed– including covering occasional absences.
- Assist director in maintaining all Triumph Kids data, forms & documentation
- Assist with administrative and clerical needs for Triumph Kids West including registration, data entry, communications, mailings, and database needs.
- Assist the Triumph Kids Director in executing special opportunities within our programming such as Operation Christmas Child, 1<sup>st</sup> Grade Bibles, Camp Sunday, and other service opportunities as they arise.
- Look ahead to anticipate work that needs to be accomplished.

## 2- RELATIONSHIPS (WEIGHT: 20%)

- **Accountability Statement:**
  - Guide and foster Triumph Kids West participants, volunteers, and families into meaningful and connected relationships to God, each other, and the larger church body.
- **Measure of Success:**
  - Participants, Families, and Volunteers are provided with an environment and opportunities where relationships can form and grow.
- **Responsibilities and Actions include, but not limited to:**
  - Consistently invest in and minister to Triumph Kids participants, parents, and volunteers through prayer and intentional connections at all Triumph Kids events.
  - Participate/attend worship services at Triumph West and engage with families before and after services.
  - Lead and encourage volunteers in building relationships and follow-up with our children at weekly programming and special events.
  - Consistently encourage the children, families, and volunteers of Triumph Kids West through regular digital, hand written, and in-person communications.
  - Collaboration within Triumph Kids at all campuses through open communication and periodic meetings.

## 3- LEADERSHIP (WEIGHT 20%)

- **Accountability Statement:**
  - Lead alongside the Triumph Kids West staff to provide ministry and discipleship opportunities for the children, families, and volunteers of Triumph Kids West.
- **Measure of Success:**
  - Triumph Kids ministry and discipleship opportunities are provided consistently, intentionally, and executed with excellence.
- **Responsibilities and Actions include:**
  - Assist the Triumph Kids Director in efforts to recruit, train, schedule, support, and oversee volunteer staff, including:
    - Train and support Triumph Kids West volunteers.
    - Ensure all volunteers and staff meet appropriate requirements to serve.
    - Ensure proper enforcement of policies and procedures for Triumph Kids ministries and events.
  - In collaboration with the Triumph Kids West Director and West leadership, plan and implement discipleship opportunities including parent nights, volunteer training, and home resources.
  - Participate in future vision and planning for Triumph Kids West:

- Participate in planning Triumph Kids West ministry calendar, programs, and events.
  - Provide insight and feedback to guide future Triumph Kids West ministry planning.
- Participate in Triumph All Staff meetings, Triumph West Leadership meetings, and continuing ed opportunities as requested.

### III. KEY WORKING RELATIONSHIPS

- Report to the Triumph Kids West Director who will conduct quarterly reviews and monthly one-on-ones.
- Work as a team with our West Campus staff in terms of communication and collaboration.
- Work as a team with the Triumph Kids West staff and volunteers at all campuses.
- Collaborate and communicate with Central Service staff, as needed.

### IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
  - Acknowledgment of the Lordship of Jesus Christ in his/her life
  - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
  - Commitment to avoid any lifestyle choices that would compromise his/her credibility.
- An obvious love for children and those who work with children.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Experience that reflects success in working with children and supervising others who work with children.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Able to take initiative in leading and coordinating activities with students and volunteer staff.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.
- Effectively communicate and represent the vision and ministry of Triumph and Triumph's Kids West.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills and Gifts:
  - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
  - Able to work effectively with a larger ministry team.
  - Be a motivated, effective recruiter and manager of volunteers.
  - Able to cast vision, build relationships, release the gifts of others, and be a multiplier of leaders.
  - Able to maintain and protect confidentiality.
  - Able to learn ministry related computer software as assigned.

### V. CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph West; with Triumph West being the church home.

**VI. HOURS AND COMPENSATION:**

- This is a part-time position (number of hours indicated above) which will entail working weekends and some evenings.
- Compensation will Depend on Experience and timesheets will be turned in to record hours worked.
- Employment relationship is outlined in Triumph’s Employee Handbook.

**VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all duties.

Triumph Kids West Associate \_\_\_\_\_

Date: \_\_\_\_\_

Triumph Kids West Director \_\_\_\_\_

Date: \_\_\_\_\_

Campus Pastor \_\_\_\_\_

Date: \_\_\_\_\_

*Updated 4/8/2024*