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| ***Job Description*** |
| **Job Title:** | **Elementary MA** | **Department:** | **Oaks Kids** |
| **Reports To:** | Elementary Coordinator | **Effective Date:**  | 8/1/2022 |
| **Position Summary:** |
| The Elementary MA will assist the Oaks Kids team in facilitating the best experience possible for our Elementary kids through creative content, engaging services, and age appropriate opportunitites to encounter God and learn more from His Word.  |
| **Key Results & Outcomes:** |
| An advanced understanding of effective Elementary ministry acquired through opportunity to write content, create fun service experiences, actively engage kids in God’s word, and proximity to the inner workings of Oaks Kids Elementary. |
| **Major Responsibilities & Duties:** |
| * Scriptwriting, planning, and participation in various live/pre-recorded segments
* Assist the Elementary Director in the planning and execution of Sunday Elementary services (games, altar response moments, speaking, etc.)
* Assist the Elementary Director to help create the best experience possible for Dream Team members’ kids who double attend services (known as Chill Zone)
* Prepare, assist, and participate in Oaks Kids video filming
* Assist in the management of the budget for Elementary
* Assist the Elementary team in the development of curriculum/family guides
* Be an example, teachable, prepared, professionad, and a team player
* Be an owner of your zone.
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| **Scope of Authority:** |
| * n/a
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| **Anticipated Time Commitment:** |
| * 11-14 hours per week in addition to Oaks College programming (schedule varies based on needs of the office)
* Schedule can be determined as needed, must be available for Oaks College requirements and filming days
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| **Experience Required:** |
| * Must have skills in creative writing and activity planning
* Must be prepared to confidently lead a room of kids from the stage (hosting, messages, etc.)
* Must be able to lead a classroom of kids
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| **Educational Requirements:** |
| * High school degree or GED
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |