

Job Title: MercyKids Campus Associate

Reports To: MPR Campus Pastor, works alongside MercyKids Director

Position Status: Part-Time (15- 20 hours per week)

Job Summary

The MercyKids Campus Associate, under the supervision of their Campus Pastor and the guidance of the MercyKids Director, will partner with families to raise the next generation of disciples who love God, love others, and love our world.

Responsibilities

1. Weekend Campus Oversight

- a. The MercyKids Campus Associate (MKCA) is responsible for helping facilitate discipleship, ensure safety, and creating a fun environment for kids and team members (volunteers) on Sunday mornings.
- b. The MKCA will help the MercyKids Director in scheduling, preparing, and disseminating lessons for Sunday instruction to their campus team members and leaders.

2. MercyKids Culture

- a. The MKCA will lead the charge in recruitment, care and development of team members (volunteers).
- b. The MKCA will demonstrate and cultivate discipleship by investing in leaders and encouraging them to invest in others, namely team members.
- c. The MKCA will provide clear communication and manage schedules for Sunday team members (volunteers).
- d. The MKCS will ensure accurate numbers are kept for Sunday Reporting (Data Collection).

3. Special Events

- a. The MKCA will assist with procuring and processing requested childcare for other Mercy Church events as requested and approved by the MercyKids Director (such as, but not exclusively, membership class, etc).
- b. The MKCA will assist in the execution of special events throughout the year (such as, but not exclusively, VBS and Easter Weekend.)

4. Office Responsibilities

- a. The MKCA will assist with office tasks which include, but are not limited to, curriculum downloading/printing/copying, purchasing of needed supplies, and preparing materials in advance of Sunday gatherings.
- b. The MKCA will help maintain process queues, including First Time Guests and onboarding of new MercyKids team members.

**Miscellaneous Responsibilities* - This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Staff Qualifications

1. **Character:** Staff members are required to be persons of high character as evidence of a growing relationship with Jesus.
2. **Competency:** Staff members are expected to have high competency in the area of their specific role and responsibilities
3. **Culture:** Staff members are expected to operate well within the culture of Mercy Church

Conditions of Employment

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members.
2. Fully participates in the life of the church as an active covenant member.
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church.
4. Supports and submits to the leadership of the church elders.
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

General Expectations

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

* *Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

Job Requirements

Physical Requirements

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer for completion of necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

Office Hours and Work Schedule

1. Office Hours: 15-20 hours/week:
 - a. Sunday at Mercy Providence Road (6-7 hours)
 - b. Weekdays (8-14 hours) negotiable; days/times flexible within regular church office hours which are Monday-Thursday 8:30am-5pm
2. Additional Hours: The MercyKids Campus Associate may be expected to be at key events/meetings outside of the above office hours. Please see your supervisor for details.
3. Overtime and extra work days: Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy.
4. Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook.
5. Time Off: Please consult Mercy Staff Handbook for time off policy.

Organizational Relationships

Campus Pastor – Primary

MercyKids Director - Secondary

To learn more about Mercy Church and our kid's ministry or to begin the application process, visit mercycharlotte.com