

## Curriculum Staff

### Media Assistant

Primary Area of Focus - RivKids Media

Employee Name -

### Rules of Engagement

- 10ish hours weekly
- Reports to RivKids Director
- Ability to compile videos and graphics in proresenter, work on set design for large group spaces, and manage the RivKids social media pages.
- Makes decisions based on the best interest of the Gospel and Riverview Church

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<b>RivKids Media Lead</b>	<ul style="list-style-type: none"> <li>• Compiles RivKids media projects, such as series videos, breaktime videos, or other creative message engagement through videos and graphics</li> <li>• Weekly proresenter presentations are ready for Sunday services.</li> <li>• RivKids large group spaces are fun and welcoming for kids while representing the current unit.</li> <li>• Collaborates with RivKids Curriculum Team on ideas and opportunities to include media to engage kids</li> <li>• Assists the Curriculum Lead with producing the overall weekend RivKids experience</li> <li>• Helps film media for RivKids (e.g. promo videos)</li> <li>• All RivKids venues have required media to present in large group classrooms for a seamless service</li> <li>• Parent handouts are created for each unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets biweekly with Curriculum Lead for progress and collaboration</li> <li>• Gather materials as needed from the content team.</li> <li>• Assists in designing, setting up, and taking down sets</li> <li>• Coordinate with all RivKids curriculum staff to have media pieces in a timely manner</li> <li>• Finalize all media pieces and edit together for the final project</li> <li>• Transfer all media pieces to the appropriate venue and prepare them so they are ready to go once service starts</li> <li>• Regularly update media with fresh, new options to replace outdated sources</li> <li>• Collaborate with Tech Director for technology needs and troubleshooting</li> <li>• Collaborate with Content Strategist and Graphics/Video Production Team for creative and media needs</li> <li>• Uses and is proficient in proresenter, plex, video editing software (Adobe premiere pro), ministry platform</li> <li>• Uses canva to create parent handouts for each thematic unit.</li> </ul>
<b>General RivKids Staff</b>	<ul style="list-style-type: none"> <li>• Service lead/covers weekend services regularly</li> <li>• Attends and engages in monthly</li> </ul>	<ul style="list-style-type: none"> <li>• Steps in to support weekend RivKids when needed</li> <li>• Participates in meetings</li> </ul>

# RIVERVIEW CHURCH MINISTRY ACTION PLAN

	<ul style="list-style-type: none"> <li>RivKids staff meetings</li> <li>Helps with VBS</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes basic functions of Ministry Platform</li> <li>Follows RivKids policies and procedures</li> </ul>
<p><b>RivKids Service Lead</b></p>	<ul style="list-style-type: none"> <li>RivKids is executed with excellence as prescribed for every weekend service</li> <li>Kids in attendance are safe and accounted for</li> <li>New families are tended to in a welcoming manner</li> <li>Volunteers have clear direction as to where they are serving</li> <li>RivKids safety and security policies are upheld consistently</li> <li>There is an easily identifiable RivKids leader during weekend services</li> </ul>	<ul style="list-style-type: none"> <li>Arrive prior to services to set up classrooms, registration space, and other equipment - use the checklist as needed</li> <li>Train new volunteers according to RivKids' training procedures, using the appropriate materials</li> <li>Work closely with volunteer check-in person to ensure classrooms are staffed adequately for safety and security</li> <li>Check in with classroom frequently to ensure policies are upheld, address needs, and make sure we are executing functions well</li> <li>Have a general knowledge of everything going on venue-wide so that people can be pointed in the right direction</li> <li>Know where backup supplies are located (name tag rolls, craft supplies, curriculum pages, etc)</li> <li>Wear and use the walkie talkie radios - be reachable at all times</li> <li>Frequently check in with registration desk workers and escort new families to their classrooms and main lobby when possible and make them feel welcome.</li> <li>Make contact with the RivKids security worker so they know who is leading RivKids that weekend</li> <li>Be familiar with transition times and locations for large group and story times.</li> <li>Oversight of Next Gen Leaders to ensure they are serving well</li> </ul>