

Position Description

Title: Kids Ministry Director

Classification: Part-time (12 hours per week)

Reports to: Lead Pastor

The Kids Director provides leadership, training, support and oversight to all Kids Ministry (KM) volunteers and is responsible for the implementation and development of programming for the spiritual formation of children from birth to 5th grade.

Qualifications

- The KM Director will have an active and growing relationship with Jesus Christ; evidenced by action, attitude, speech & behavior.
- The KM Director will have a passion for helping kids know and follow Jesus.

Skills

- Ability to recruit, motivate, equip and schedule volunteer leaders to minister to children & families
- Ability to design and develop ministry programs
- Ability to teach in large and small group formats
- Effective overall communication skills (written, verbal & interpersonal)
- Ability to understand and relate to children and their families
- Ability to reach out and connect with families in the church
- Competent with basic computer software (Microsoft Office) and the capacity to learn new software

Responsibilities

General:

- Participate fully as a member of the Water's Edge ministry staff.
 - Attend monthly staff meetings.
 - Participate in church-wide events with the staff.
- Performs other responsibilities as assigned.

Leadership and Management

- Manages overall organization, design, and oversight of KM programs.
 - KM programs include:
 - Sunday School (During the 9:30 AM service)
 - AWANA (Wednesday nights during the school year)
 - VBS
- Oversees childcare needs for approved programs and events.
- Recruits, trains, leads, schedules, and provides direction to volunteers in all kids programs (newborn through 5th grade.)

Shepherding

- Encourages and equips volunteers in the ministry to actively pursue a growing relationship with Jesus Christ.

Curriculum

- Selects, evaluates, creates, and monitors overall curriculum.
- Prepares lessons and any supplemental supplies for volunteers.
- Trains volunteers and staff on curriculum and gives weekly instruction to ensure preparedness.

Administration

- Plans and coordinates yearly program calendar.
- Manages KM department budget.

- Maintains rosters, implements check-in procedures & tracks weekly attendance.
- Ensures that facilities are appropriate. This includes safety, functionality for programming, appeal to kids, appeal to parents, adequate amounts of space, etc.
- Creates and oversees policies and procedures to provide a safe, quality environment for children.

Communication

- Communicates vision and purpose of KM to the church family.
- Responsible for all communications of kids programs, events, and responsibilities to parents, children, staff, and volunteers.

Special Projects

- Responsible for teaming with other Water's Edge ministry departments to provide church-wide events targeting children, youth, and their families.