

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Director of Children's Ministries  
**JOB STATUS:** 35 Hours/week  
**PAY RANGE:** Hourly, non-exempt, \$20 - \$22/hour  
**REPORTS TO:** Children's Director  
**DEPARTMENT:** Children's Ministries

### **PURPOSE:**

To provide leadership and supervision for the Children's Department in fulfilling Glenkirk Church's mission to be a worshipping community; inviting everyone to join in on the journey of becoming fully devoted followers of Jesus Christ, loving God and His world. To lead by example in matter of strengthening the family unit and to provide a model of character and spiritual maturity. To serve children as Jesus would.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Take on responsibilities overseeing/leading children's Sunday School services for newborn-Kindergarteners. Prepare weekly curriculum, prep classrooms, equip volunteers, and greet and nurture families with children in the program.
2. Create tangible resources for at home family engagement between children and their families pertaining to current Sunday School curriculum.
3. Provide ongoing contact and nurturing for volunteer staff.
4. Help design/plan and provide training opportunities for Early Childhood and Elementary volunteer staff.
5. Participate in planning and directing Vacation Bible School, AWANA, Halloween Festival, KidMin Choir, special services such as Easter and Christmas. and other various Children's ministry events throughout the year.
6. Plan for programmatic elements related to children's activities during Women's Programming and Women's Events. (May include other Family Ministry-related events on an as-needed basis.)
7. Attend Summer and Winter camp with Elementary students if necessary. Help to plan, prepare, and organize for camp send off.
8. Attend all necessary department staff meetings.
9. Be willing to attend conferences and/or seminars dealing with children and family ministry.
10. Coordinate and plan for all childcare programming happening on campus (including, but not limited to church-related meetings, appointments, activity preparation times, and group meetings.)
11. Help to ensure high levels of care are being provided and that adult-to-childcare ratios meet church policy.
12. Recruit and train new childcare workers throughout the year. Conduct in-person interviews with all prospective workers.
13. Submit payroll sheets for childcare workers by 8:30am on the Monday following payroll close with hours and activities properly totaled.
14. Be physically present during all events put on by the Children's Ministry department, as well as any department events where childcare is requested.
15. Any other duties that may be assigned by supervisor.

### **NECESSARY SKILLS AND EXPERIENCE:**

- Is a passionate Christ follower and dedicated to working with the church.

- Has previous experience leading, coordinating, or working with children's activities.
- **Preferred** Bachelor's degree in a ministry-focused and/or child development-focused field. (Or currently working toward a degree in a ministry-focused and/or child development-focused field.)
- Has good administrative skills and strong interpersonal skills.
- Has the ability to understand the physical, emotional, and spiritual needs of children.
- Has the ability to form and lead teams of volunteers.
- Has the ability to work with and support parents in an understanding and encouraging way.
- Is dynamic, assertive and is able to demonstrate significant organizational and supervisory skills.
- Has strong communication skills.