



Next Gen/Kids Associate Director

Crossroads United Methodist Church

We are a vibrant faith community located in Ashburn, VA. Our mission is to communicate the unconditional love of God, unlimited welcome of Jesus and an unwavering hope of transformation to people both inside and outside the walls of the church.

Accountable to: Next Gen Director

Job Type: Exempt, 30 hours/week

Purpose of Position: The Next Gen/Kids Associate will be responsible for spiritually equipping children, preschool through 5th grade, to be whole-hearted, lifelong followers of Christ in our church community. The role requires planning, leadership, communication, and collaboration with children and families for Sunday gatherings and kid events. The Next Gen/Kids Associate role involves teaching kids, recruiting and supporting volunteers, and overseeing the day-to-day operations of the Kids Ministries program that embraces the Crossroads mission to experience the welcoming and unconditional love of Jesus. The Next Gen/Kids Associate also supports the Next Gen Director by participating in setting goals and programming for students in grades 6-12.

Essential Functions:

- Develop and execute the weekly Kids Ministry experience. Conduct a weekly, high-energy kids Sunday morning experience that includes a worship component and lesson.
- Communicate consistently and effectively with parents.
- Recruit and train volunteers to assist with Next Gen/Kids activities and the Sunday morning experience.
- Work with the Next Gen Director to identify, review, and implement curriculum and programs to grow the Christian faith of kids, students, and families.
- Build and nurture individual relationships with kids, students, and parents, demonstrating the principles of Jesus' teaching.
- Create fun, engaging experiences and service opportunities for children.
- Plan and execute special events including community outreach opportunities such as Vacation Bible School, Easter Festival, Breakfast with Santa, Back to School Bundles, Tween Events, etc.
- Arrange childcare coverage for the Nursery on Sunday mornings.
- Regularly review and update the presentation and general appearance of Kids Ministry environments.
- Ensure compliance with safety procedures and training. Work with the Office Administrator to ensure compliance with the background screening process for volunteers and staff members working with children.

- Oversee administrative details to ensure the kids database and classes are updated, and changes to curriculum, student handouts, etc. are made.
- Perform other duties assigned.

Education and Experience:

- Associate degree required; Bachelor's degree preferred.
- Minimum of two to four years of experience working with children.
- Proficient with computers and Microsoft products; able to be trained and use the church software.
- Experience recruiting volunteers preferred.
- Demonstrate an inclusive and welcoming attitude and behavior towards all.
- Ability to work weekends, evenings, and occasional overnight for mission trips and retreats.

Key Competencies:

- A love and passion for kids and students.
- Ability to recruit volunteers.
- Excellent communication and interpersonal skills.
- High energy to meet the demands and needs of large groups of children.
- Ability to effectively connect and relate to kids, students, parents, and volunteers.
- Ability to multi-task and manage kids' activities and events.
- Must be safety-minded to ensure kids and students are safe in church environment and events.

Working Conditions/Physical/Mental Demands:

Combination of working in a sitting position located in a professional clerical office setting in a controlled temperature environment and standing for extended periods for kids' events and Sunday morning service. Will routinely use standard office equipment such as computers, phones, scanners, photocopies, and filing cabinets. Must be able to regularly talk and hear, lift 20 pounds, stand, walk, use hands to fingers for computer and office equipment, handle or feel and reach with hands and arms frequently, bend and stoop when necessary to complete job duties. Requires ability to learn, remember, focus, categorize, and integrate information for problem-solving, comprehension, and decision-making. Ability to complete tasks independently, remember processes, complete work timely to meet deadlines. Requires ability to work weekends and occasional nights to support events. Occasional overnight travel may be required.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity, or political views.