



Kid's Ministry Director Job Description

Accountable to: Executive Director

Job Type: Exempt, full-time, 30 Hours a week

Job Location: In office, hybrid

Job Overview

A Kids Ministry Director leads spiritual formation for children (typically birth–5th grade) by developing programming, recruiting volunteers, and partnering with parents. Key responsibilities include teaching, safety oversight, curriculum selection, and volunteer training to ensure a safe, engaging environment. The Director will collaborate with other ministry leadership to foster growth and community engagement common across all ages of our children. The Director will be a creative, confident generator of new ideas with the ability to develop trusting relationships with people of all ages. This position requires the ability to work Sundays and occasional Saturdays and nights to support events.

Essential Functions

Volunteer Leadership:

- Recruit and train volunteer teams to assist with KidVenture activities and the Sunday morning experience.
- Build relationships with students to encourage volunteering with kid programs.

Curriculum & Programming:

- Direct and support a creative, fun, and safe learning environment for children attending KidVenture on Sunday mornings.
- Lead and coordinate special programs such as Praise & Celebration, Christmas programs, Crossroads Summer Camps, Spring Festival/Egg Hunt, Breakfast with Santa, etc.
- In partnership with the Student Director, lead and plan Tween events.
- Coordinate with other staff leaders to identify, review, and implement curriculum and programs to grow the Christian faith of children and families.

Safety & Compliance:

- Enforce child protection policies and safety guidelines.
- Direct and support a safe learning environment for children attending KidVenture on Sunday mornings.

Family Partnership:

- Communicate with parents, providing resources for home discipleship.

Administration:

- Hire, train, and support paid staff. Lead staff meetings and conduct scheduled observations and evaluations with each staff member.
- Communicate consistently with parents.

- Manage the budget and work with the Finance Team to create the yearly budget.
- Work with other staff to coordinate operations, finances, use of space, and facility issues.

Strategic Planning:

- Develop long-term goals for ministry growth and community outreach.
- Work leadership to align with the Church's yearly goals.

Key Competencies

- A love and passion for kids and students.
- A desire to create fun and exciting experiences (including service opportunities) for children and students, both inside and outside the church walls.
- Ability to communicate effectively with students, their parents, and volunteers.
- Experience working with adolescents in various settings.
- Ability to reach and connect students outside the walls of the church.
- Ability to recruit volunteers.
- Excellent communication and interpersonal skills.
- High energy to meet the demands and needs of large groups of students.
- Ability to multi-task and manage simultaneous activities and events.
- Excellent communication and interpersonal skills.
- Must be safety-minded and ensure students are safe in church environments and events.
- Believes and supports Christian values of the church.

Education and Qualifications

- An undergraduate degree, preferably in Child Development, Early Childhood, or Elementary Education.
- Three to five years of experience in a related field. Preference for those with demonstrated experience in leading teams, supporting staff, and organizing volunteers.
- A warm and positive affirmer of others.
- Excellent planning and organizational skills.
- Experience in creating budgets and overseeing the finances of an organization.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficient computer skills.

Working Conditions/Physical/Mental Demands

A combination of working in a seated position in a professional office setting and standing for extended periods to oversee classrooms and kids' events. 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 and 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 the ability to learn, remember, focus, categorize, and integrate information for problem-solving, comprehension, and decision-making. Will need to complete tasks independently, remember processes, and complete work to meet deadlines. Requires the ability to work Sundays and occasional nights to support events.

The information provided is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.