

## Northview Kids Director Job Description

**Category:** Campus Staff

**Purpose of the job:** The Northview Kids Director's primary responsibility is to provide leadership, vision, and creative direction to the Northview Kids ministry at their assigned campus. This job requires weekend hours. This position is an exempt full-time salary position and reports to the Campus Pastor.

### Essential Responsibilities:

- Gives Ministry Away
- Oversees curriculum for each Children's room on weekend services
- Prepares each room for weekend services with supplies needed
- Creates volunteer schedule for Children's rooms for weekend services
- Shops for supplies needed for weekend services
- Provides training for volunteers
- Plans and executes volunteer appreciation event once a year
- Invests relationally with volunteers
- Leads the Parent Baptism Class and Baby Dedication Class
- Attends campus weekly staff meetings
- Attends all staff meeting once a month
- Enters all events for Children's Ministry into scheduling database
- Keeps up to date information of ministry in church database
- Communicates with parents monthly on any events, classes, or relevant information
- Responds to emails and voicemails from parents and volunteers within 24 hours
- Performs related duties as assigned by supervisor
- Attends Children's all campus team meetings twice a month
- Helps with all Campus Curriculum Team
- Be in communication with Carmel campus team
- Attends all FX planning team meetings
- Recruits and trains volunteers to be involved in FX
- Holds campus specific team meetings
- Leads a practice run through of FX the week of the event
- Holds FX Event 4 times during the school year when team is built

**Supervisory Responsibilities:** This position does not directly supervise staff; however, it does work with volunteers and must have an understanding that volunteers are key to the ministry of the church. The employee must have a heart to recruit, train, equip and support volunteers in fulfilling their roles.

This job description was an attempt to list all normal job activities. There may be additional duties and responsibilities required by the employee not listed on this description.

**Minimum Qualifications:** Bachelor's degree or equivalent combination of education and experience. In addition, 3-5 years of related experience in children's ministry. Related experience includes leading and teaching children and volunteers. Employees with the above education and experience should be able to perform the job details satisfactorily within 6 months of being with the church.

This position requires a strong commitment towards the cultural values and a clear understanding of one's identity in Christ. Must have an ability to read, analyze, and interpret the Bible and other biblical references. Ability to read, analyze, and interpret general periodicals, professional journals, and curriculums. Ability to write curriculum, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of adults and kids. Ability to respond effectively to the most sensitive inquiries or complaints.

**Confidentiality:** This position regularly handles confidential information such as church attendee information, family meetings, volunteer background information and medical information. It is always expected to keep this confidential.