

Department: Family Ministry FLSA Status: Non Exempt

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**JOB SUMMARY:** The Kids Director is responsible for developing and leading a comprehensive ministry to kids (birth – 5<sup>th</sup> grade). Our goal is that Browncroft Kids will be marked by Christ-centered excellence, creativity, and relevance. The Kids Director provides the vision and builds the team to make that happen.

**REPORTS TO:** Senior Director of Family Ministry

**REPORTS TO:** \$50,000 to \$56,000

## **ESSENTIAL FUNCTIONS:**

### Vision

- Cast & communicate the vision of Browncroft Kids to fellow staff, volunteers, and congregation.
- Consistently evaluate all programs to ensure they are aligned with the vision and values of Family Ministry and the church.
- Provide insight into the preparation of the annual budget.

### Leadership

- Lead, disciple, and support Browncroft Kids paid staff to effectively accomplish goals for their primary responsibilities, as they grow in their faith.
- Lead, disciple, and support volunteer coaches in their roles, as they lead, disciple, and support other volunteers.
- Be a member of the Family Ministry leadership team.

### Volunteer Oversight

- Ensure that all Browncroft Kid volunteers are effectively recruited, screened, trained, placed, evaluated, and celebrated.
- Lead annual kick-off trainings.
- Coordinate the weekly master schedule of volunteers.
- Lead the Summer Serve initiative.

### Program

- Provide leadership to our weekly large group programming by planning and directing weekly rehearsals with production, host, storyteller, and worship teams.
- Prepare, edit, and distribute weekly large group and small group curriculum to the appropriate volunteer leaders.

### Special Events

- Oversee the successful execution of intentional special events for kids and/or families.

### Safety

- Ensure the safety of our kids by effectively screening volunteers, keeping safe kid/volunteer ratios, maintaining a clean/healthy environment, and working with the security team on processes and procedures.

### Environment

- Ensure the Browncroft Kids areas are child-friendly, attractive, and stocked with adequate supplies and equipment.

- Attend all weekly staff meetings as assigned.
- Accomplishes all other duties and tasks as appropriately assigned or requested.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree in a related area of study or ministry preferred.
- Previous experience in leading a dynamic kids ministry.
- Experience being part of a Family Ministry Team.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Mature Christian with a growing relationship with Jesus Christ.
- The ability to coach and direct others.
- Excellent interpersonal, verbal, and written communication skills.
- A demonstrated ability to handle confidential and sensitive information.
- Well-organized, flexible, and self-directed individual who is a team player.
- A passion for partnering with the family in the discipleship of kids.

**DATE CREATED/REVISED: October 2023**