



Summary

Job Title

Part-Time Director of Children's Ministry

Department

Education

The Children's Church Administrator directs and coordinates programs designed to promote the religious education of Children ages 3 months-5th grade. Reports To: Executive Director of Youth Education

- **The minimum requirements:**

- **Education**

- College Degree or some form of Higher Education, in Childhood Development or Related Field

- **Experience**

- At least 1yr experience in early childhood development or childhood education environment
 - Must be administratively and creatively strong
 - Must be willing and able to work in a flexible work environment.

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Key Responsibilities

RESULTS

Volunteer / Staff Scheduling

20%

- (1) Creates and effectively manages the volunteer/staff schedule
- (2) Runs attendance rooster report records on individual children groupings for attendance/emergency management purposes.
- (3) Accurately forecasts the number of staff and volunteers needed for various services

Volunteer / Staff Supervision

20%

- (1) Supervises and directs the work of their staff and volunteers toward successfully reaching the ministry's goals
- (2) Identifies, recruits and encourages potential volunteer workers
- (3) Trains, supervises and mentors children's ministry staff and volunteers

Ministry Operations **15%**

- (1) Develops communication plans to keep staff, volunteers, and parents informed.
- (2) Develops, revises, posts and enforces policies pertinent to the children's ministry department.
- (3) Ensures ministry operations are consistent with the vision, mission and core values of the ministry

Ministry Materials **15%**

- (1) Keep a reasonable Inventory on hand of all items needed for Children's Ministry.
- (2) Requests orders for items such as curriculum, snacks, cleaning supplies, toys, etc.

Parent Check-In / Out **15%**

- (1) Ensures all Check-In Computers/Printers are operable to ensure efficient check-in.

Safety and Cleanliness **15%**

- (1) Maintains a safe play environment for all ages of children
- (2) Ensures the Sanitation of toys and play equipment to prevent the spread of germs and illness
- (3) Ensures compliance with rules and regulations for children's ministry and qualification of volunteers
- (4) Ensures all rooms are prepared and ready for all services and special events.

Total **100%**

CORE VALUES

Quality of Work **20%**

- Displays a high degree of excellence in the work performed over the entire rating period
- Demonstrates accuracy and attention to details
- Takes responsibility for correcting errors to minimize the impact on others
- Creates environment that allows people to be successful
- Proactively works to improve work quality, streamlining / improve processes and techniques

Quantity of Work **20%**

- Produces a high quantity of satisfactory work over the entire rating period
- Gives a strong, consistent effort toward completing their best work
- Helps others complete their workload during a time of need (poor health, home problems, etc.)
- Demonstrates ability to work with multiple deadlines successfully
- Implements new technology well

Job Knowledge **15%**

- Displays a high degree of expertise in their areas of job responsibility
- Demonstrates a desire to learn and apply new knowledge to their job
- Seeks out and uses new technology to improve the effectiveness of their work
- Effectively learns new skills
- Exhibits good decision making and listening skills
- Integrates new software and systems effectively

Attitude**15%**

- Models professionalism and contributes to a positive, productive working environment
- Accepts feedback from others and uses that feedback to improve their performance
- Follows instructions and requires minimal supervision to complete their work
- Display of professionalism to other co-workers and members of the church
- Displays understanding of how their job impacts and relates to co-workers and members

Attendance and Punctuality**15%**

- Remains engaged throughout their entire work day
- Limits short-notice absences to rare occasions
- Maintains regular attendance
- Maintains appropriate work attire or uniform
- Makes timely decisions
- Shows up to work on time

Organizational Buy In**15%**

- Displays a strong commitment to helping grow and achieve the vision of our ministry
- Supports the ministry process and ideas of our Senior Pastor and ministry Leadership Team
- Demonstrates a clear understanding of the company's mission statement and values

Total**100%**

Requirements

KNOWLEDGE, SKILLS, AND ABILITIES Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. The ability to apply general rules to specific problems to produce answers that make sense. The ability to combine pieces of information to form general rules or conclusions

EDUCATION REQUIREMENTS College Degree or some form of Higher Education, Childhood Development or Related Field

PHYSICAL DEMANDS The employee occasionally lifts or moves objects of a light to medium weight. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings.

SALARY/BENEFITS Salary is commensurate with education and work experience. Benefits include 12 ministry holidays, 5 personal and sick days combined, 5 annual vacation days, medical, dental, vision plans and 401(K) option.

TERMS OF EMPLOYMENT EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION, FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. CONTINUED EDUCATION CLASSES WILL NEED TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF OVERCOMING BY FAITH.

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