

Job Description

Children's Associate Director

SUMMARY

The Associate Director supports SPC's mission of a "Christ Centered, Mission Minded Family." The Associate Director will prayerfully and thoughtfully assist the Children's Director in articulating and implementing this mission in age appropriate ways for children, parents and volunteers -- within the congregation and in the broader community. He/She will build relationships with kids and parents; recruit and guide volunteer leadership teams; and creatively plan and execute weekly programs and special events. The Children's Ministry Associate Director is a Christ-centered leader, who faithfully models a life of Christian discipleship, and who desires to share Jesus' love with children and their families.

ACCOUNTABILITY

Accountable to Associate Pastor of Congregational Care and Families

SUPERVISION

Supervised by Children's Director

RESPONSIBILITIES

1. Programs, Classes and Relationships

- Provide developmentally appropriate activities/curriculum, and an interactive, fun, and structured environment in which children and parents feel welcome on Sunday mornings and at other all-church events as scheduled with a special concentration on the Infant, Toddler, Preschool and Pre-Kindergarten classrooms.
- Nurture positive relationships with parents, grandparents, and guardians and educate them on childcare policies and procedures, with a special concentration on families with kids in the Infant through Pre-K age group.
- Create, as needed, and implement SPC childcare policies and procedures, ensuring consistent, safe, nurturing, and Christ-centered childcare.
- Serve as a resource to leaders of SPC mid-week children's programs (e.g., MOPS, GROW and VBS) to provide training in childcare policies and procedures.
- Provide supervision of childcare workers for church events, including Membership classes, Ash Wednesday Service, Good Friday Service, Christmas eve Service and all other approved requests for childcare.
- Assist, plan and attend all special seasonal programs with the Children's Director, such as the Fall Festival, Easter Egg Hunt, Advent wreathmaking Party, Family Christmas Eve Services and Vacation Bible School.

2. Volunteers and Team Ministry

- Supervise and prayerfully support all volunteers and leadership within children's ministry, with a special concentration on those serving in early childhood classrooms. Build relationships and help recruit and retain volunteers in Children's ministry.

- Build collaborative teams with all volunteers, provide leadership “presence” and guidance in ministry and in faith.
- Recruit, train, and supervise all volunteer and paid childcare workers for Sunday mornings and other all-church events requiring childcare.
- Assist with the interview/hiring process to seek qualified paid childcare staff for MOPS.
- Train staff in all SPC childcare procedures and policies, including but not limited to room maximums, child to adult ratios, adult to student staff ratios, paid to volunteer staff ratios, safety procedures, evacuation procedures, care of sick or hurt children, registration system, etc.
- Evaluate workers consistently and fairly. Immediately notify the Children’s Director when there is a personnel concern, problem or incident.

3. Administrative Tasks & Facilities

- Maintain the Children’s Department calendar and events on Service U; manage the annual registration process for new and returning families; place orders for curriculum and supplies; maintain and update as needed the information of children and families in Arena; perform background checks; compile volunteer rosters and teaching schedules, and provide timely communication to volunteers, parents and congregation.
- Provide administrative support to the Children’s Department. Facilitate communication and marketing for events and programs with the Communications Department with timely submission of CSWOs for the Children’s Department.
- Maintain order in the infant and toddler rooms, clean cribs, toys and equipment in the rooms after each use.
- Maintain and create registration processes, with the help of IT, for VBS, GROW, MOPS and other programs and events.

QUALIFICATIONS

- A professed commitment to Jesus Christ demonstrated through Christian growth and lifestyle
- Organized, excellent interpersonal skills, a self-starter with strong management and leadership skills; Ability to assess situations, make decisions, and maintain confidentiality
- Experience in working with children and overseeing programs for children
- Ability to build positive relationships with parents, co-workers, and supervisors
- Receive required training (CPR/First Aid)
- Must submit and pass a background check
- Proficiency in Microsoft Office programs.

HOURS

Full-time, exempt