

Position Description Children's Program Director

Core mission: to bring direction to all programs for children at Kingsgate Church

Basic Duties:

Plan curriculum for Sunday and midweek (Wednesday and Friday) classes for children of Kingsgate (ages toddler to 12); Staff and train teachers for Sunday and midweek classes for children; Interact with parents to listen to their concerns or address department concerns involving a child; Develop and implement special programs such as Vacation bible school, MOPS, and ministry/service opportunities for children

Principal Accountabilities & Responsibilities:

- 1) Review and order curriculum for coming season
- 2) Create lesson calendars
- 3) Recruit and train teachers, classroom aides, and KidCheck aides
- 4) Create and maintain teacher/aide/KidCheck aide schedules
- 5) Work with age-level teachers to craft and calendar lesson plans
- 6) Meet with teachers and children's workers regularly to hear their concerns and address any concerns
- 7) Note and address maintenance issues in the children's area
- 8) Note needed supplies and coordinate with Office Administrator to order; stock as needed
- 9) Attend weekly staff meetings
- 10) Attend church leadership meetings
- 11) Ensure someone is always available to cover your responsibilities during your absence for vacation or personal/sick time.
- 12) Attend 1 children's ministry conference per year, with prior approval from Pastor Denise.

Desired Qualifications:

- Would be a mature spirit-filled Christian.
- Would possess an understanding of child development and how to best foster learning; degree in Child Ed. or similar preferred.
- Would be able to mentor teachers and other volunteers
- Must love children and their parents
- Possesses administrative skills and strong leadership qualities
- Must become a member of Kingsgate Church
- Must be bilingual

Reports to: Kingsgate Pastor Denise Greco

Expected hours:

Full time

While much of the core work can be accomplished during weekday hours the following would be necessary:

- One monthly Kingsgate leadership meeting (evening)
- Weekly staff meeting during the week
- Regular meetings with department volunteers – most likely evening or Saturday mornings
- Regular presence during operation of children’s ministry – Sundays, Wednesday evening and Friday evenings, particularly as this position is developing. In addition, most parent meetings would be taking place at these times.

Remuneration & Benefits:

This position will be paid a weekly salary according to credentials and abilities.

Benefits:

	Vacation time	Personal/Sick Time
11 st Year:	1 week	3 days
2 nd to 5 th Year:	2 weeks	5 days
6 th to 10 th Year:	3 weeks	7 days
After 10 Years:	4 weeks	10 days

Also, 10 Federal Holidays per year. If they fall on a day we have services and you need to attend, that holiday becomes available to you as a personal day.

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

Medical coverage: Not currently available.