



NORTHWOOD CHRISTIAN CHURCH

Job Title: Children's Ministry Director

Reports To: Associate Pastor

Position Status: 30-40 hours weekly, Non-Exempt, Hourly

Position Overview:

The primary role of the Children's Ministry Director is to create an exciting, creative and innovative program that is relevant to the children and families of Northwood Christian Church. The Children's Ministry Director will oversee all children's programs beginning at birth and continuing through grade 5. The main responsibility is to develop and implement a comprehensive program of Christian development and education for our children. The Children's Ministry Director will also oversee the preschool program and the nursery.

Basic Qualifications & Expectations:

- Exhibit a genuine faith and active personal relationship with Jesus Christ.
- Become a member of the Northwood Family.
- Exhibit spiritual sensitivity, humility, graciousness, and flexibility.
- Be loyal to the vision and staff of Northwood and always protect the unity of the church.
- Embrace and promote the Purpose Statement and Core Commitments of Northwood.

Job Responsibilities & Duties:

- Provide a safe, positive, nurturing and age-appropriate learning environment for every child.
- Choose, plan and prep all curriculum used in the children's programs.
- Plan all seasonal and special events and programs including VBS, parties and activities.
- Provide weekly worship opportunities for the children.
- Recruit, coordinate and train children ministry staff and volunteers.
- Communicate with families through bulletin boards, newsletters, social media and our website.
- Conduct safety and cleanliness inspections of all spaces and equipment in the children's areas.
- Attend weekly staff meetings and prayer time.
- Attend monthly board meetings.
- Attend monthly Preschool Advisory Team meetings.
- Administer the approved budget for primary areas of responsibility.
- Perform other duties as assigned and in coordination with the Associate Pastor.

Knowledge & Skills Needed:

- Self-motivated with a team building approach.
- Ability to regularly recruit and motivate volunteers.
- Exhibit Biblical knowledge and teaching ability.
- Foster a positive, welcoming atmosphere at all times.
- Have vision and passion, as well as be creative and energetic.
- Competent in leadership abilities to include organization, delegation, motivation and approachable.
- Ability to make independent decisions within the scope of authority.
- Ability to work well with children, parents, volunteers and church staff.
- Strong communication and problem solving skills and ability to handle stress well.
- Experience in developing and operating within an annual budget.
- Comfortable speaking in front of small and large groups.
- Excellent time management with the proven ability to complete multiple simultaneous tasks.
- Experience with basic computer hardware and software tools (i.e. MS Office suite).

Education/Experience:

- Higher Education at the university level preferred or equivalent combination of education, training, and experience.
- 5 years of experience working with children
- 5 years of church ministry experience