



**DIRECTOR OF GRACE HILL KIDS
(Part-time)**

JOB SUMMARY:

The part-time Director of Grace Hill Kids will provide direction and oversight for the Grace Hill Kids Ministry. Grace Hill Church offers children's programming for one service on Sunday mornings, currently averaging 30-40 children while organizing more than 20 volunteers. This position is a salaried and part-time, approximately 15-20 hours/week.

RESPONSIBILITIES SUMMARY:

The Grace Hill Kids Director provides leadership, training, support and oversight to all Grace Hill Kids volunteers. The Grace Hill Kids Director is responsible for the implementation and development of programming for the spiritual formation of children. The Grace Hill Kids Director will also help equip and encourage parents to follow and obey their calling as their children's primary shepherds and disciples.

QUALIFICATIONS:

- Previous experience leading a children's ministry desired
- BA or BS degree strongly preferred
- Member (or willingness to begin membership process) of Grace Hill Church

COMPETENCIES AND EXPECTATIONS:

- Fully embraces the vision and doctrine of Grace Hill Church.
- Reliable, takes initiative, and self-motivated.
- Embraces and adapts to growth and change with innovation and creativity.
- Uses appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- Is a strong and composed leader, not short fused or quick to anger.
- Has a cooperative, healthy, and motivating relationship with staff and volunteers.

ESSENTIAL FUNCTIONS:

- Provide vision, strategy, and development for all Grace Hill Kids environments (6 months old – 6th grade).
- Provide leadership, direction, training, and appreciation for all Grace Hill Kids volunteers.
- Review, purchase, and oversee the implementation of all curriculums for the classroom teaching environments.
- Develop and maintain safe and clean early classroom learning environments.
- Responsible for check-in procedures and tracking weekly attendance.
- Meets regularly with the Pastoral team to discuss ministry strategy and effectiveness.

EDUCATION, SKILLS, ABILITIES:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude, behavior, and Scripture knowledge and understanding.
- Broad understanding of children's ministry curriculums.
- A passion for children's ministry and to see families grow in their faith together.
- BA or BS degree, preferably in Children/Pastoral/Family ministries or similar.
- Previous experience with direction and administration of children's ministries.
- Experience in recruiting, motivating, equipping, and developing volunteer leaders to minister to children and families.
- Effective communication skills (written, verbal and interpersonal).
- Demonstrated ability to understand and relate to children and their families, and a passion to see families grow in their faith together.
- Ability to reach out and connect with families involved in Grace Hill Kids.
- Competency with basic computer software (Excel, Word, etc.), and the capacity to learn new software (Planning Center, others).

WORKING RELATIONSHIPS:

- Reports to the Grace Hill Church Lead Pastor.
- Supervises and directs Grace Hill Kids volunteers.
- Receives support from Grace Hill Church Office Manager.