

Children's Director Job Description

Reports To: Chief of Staff
Salary Exempt, Full-time

SUMMARY: The Children's Director will oversee all aspects of ministry for children ages birth-5th grade. They will be passionate about discipling children and developing volunteers and parents who will care for them and guide them in their faith with Jesus.

PERSONAL PROFILE:

- Maintain a healthy relationship with Jesus including but not limited to practicing prayer, scripture reading and Sabbath.
- Have a humble and teachable spirit desiring to develop in your skills and talents, as well as personal areas of health.
- Honor the confidentiality of sensitive information pertaining to Cornerstone and its community participants.
- Have a posture of ridiculous responsibility and willingness to work with the team to do what it takes to get the job done.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide organizational leadership for all aspects of children's programming and ministry including Sunday mornings, Wednesday nights, and special events.
- Establish a long-term vision and pathway for teaching children to walk in the way of Jesus, including a scope and sequence for discipleship.
- Ensure environments, activities and programming are fun, age appropriate and extremely safe.
- Develop a strategy for partnering with and equipping parents to guide their children as they discover and grow in their faith
- Oversee the development and implementation of a robust onboarding process for volunteers as well as a strategy for ongoing care and training.
- Manage and coach childrens staff team; Kids Volunteer Coordinator and Childcare Coordinator
- Develop and maintain a strategy for engaging new children and families coming to Cornerstone

- Manage and steward the annual budget for the children's ministry
- Participate in cross-functional teams working on special projects and events, churchwide

QUALIFICATIONS:

- 5 yrs vocational experience working with children and/or in the local church
- Bachelor's Degree in related field
- Proficient in Planning Center Services and People
- Strong verbal and written communication skills
- Strong Interpersonal Skills
- Gift of Administration and Leadership
- Theological alignment in Anglican beliefs as outlined here