Job Listing:

Spring Creek Baptist is seeking a part-time Children’s Director, 20 hours a week ministry position responsible for the discipleship of children ages birth through 6th grade by providing leadership, direction, support and oversight to the Children’s ministry volunteers and paid staff.

Please send cover letter and resume to jobs@springcreekbc.net

Job Description

**Purpose :**The Children’s Ministry Director is responsible for the discipleship of children ages birth through

6th grade and to carry out the vision, mission and strategy of Spring Creek Baptist Church.

**Summary of Duties:**The Children’s Ministry Director is responsible for providing leadership, direction,

support and oversight of the children’s ministry volunteers and paid staff.

**Reports to:**Pastor

**Required Qualifications:**

1. Be a Christian who is in active and growing personal relationship with Jesus Christ, evidenced by

action, attitude and behavior.

2. Servant leader with a passion to grow God’s Kingdom through SCBC ministries and helping

children to develop a personal relationship of their own with God.

3. Desire to teach and mentor children with patience and an accepting heart.

4. Energetic, warm and able to share the love of Jesus with children and their families.

5. Ability to be flexible and think creatively.

6. Knowledge of basic computer software (e.g. Microsoft Office)

7. Previous experience with direction and administration of church Children’s Ministries or Family

Ministries.

8. Effective communication skills (written, verbal and interpersonal).

**Responsibilities:**

1. Oversee all programming and ministry for children ages birth through 6th grade, including

Sunday mornings and evenings, Wednesday nights, summer programming etc..

2. Choose and prepare curriculum for each program and each age level in coordination with the

children’s committee.

3. Recruit, train, lead, schedule and pray for children’s ministry volunteers and paid staff.

4. Plan and oversee special events such as VBS, Fall Festival, Baby Dedications, etc…

5. Responsible for check-in procedures and tracking weekly attendance.

6. Ordering of supplies.

7. Promote the health and safety of all children and volunteers and paid staff and ensure that all

staff and volunteers adhere to SCBC ministry policies.

8. Attend weekly staff meetings.

9. Create and effectively manage Children’s Ministry budget.

10. Communicate consistently and effectively with parents/guardians of the children involved in

SCBC Children’s Ministry.

11. Visits classes for the purpose of evaluation and teacher support in order to address any issues or

emergencies that arise. Teaches class as needed.

12. Uses appropriate child development knowledge to best meet the needs of SCBC’s children in

curriculum selection, child discipline, classroom grouping, etc..

13. Work cooperatively with all staff and volunteers.

14. Coordinates childcare for all SCBC services and events.

15. Other duties as assigned.

**Physical and/or Environmental Demands:**The physical and environmental demands described here

are representative of those encountered and/or necessary for the employee to successfully perform

the essential function of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

· Ability to work effectively in an environment with frequent interruptions and distractions.

· Ambulatory Skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit,

stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.

· Ability to speak, hear, smell and exercise visual acuity.