

INTERIM CHILDREN'S DIRECTOR

	Eddie James, Personnel Chair	Sarah Speed, Head of Staff	
Approved By:			
Date Approved	l:	Incumbent:	Vacant
Reports to:	Associate Pastor	Status:	up to 12 hrs/week

POSITION SUMMARY: Interim Children's Director

Develop and sustain an inviting and welcoming culture where relationships and programs engage children and adults/parents through education, service, fellowship, and introduce them into a deeper, transformative relationships with Christ and others.

RELATIONSHIPS:

- 1. Develop and maintain respectful, courteous and professional relationships with church staff and leaders, volunteers, and committee members.
- 2. Regularly report to staff supervisor regarding goals, responsibilities, successes and opportunities for improvement or expansion of ministries.
- 3. Work with other staff, committees, and groups as needed to facilitate engagement and improve children's ministries in concert with the overall mission of Second Presbyterian.

LEADERSHIP AND WORKPLACE CULTURE

- 1. Uphold and ensure the mission and values of the church. Ensure all activities and conduct are compliant with church policies, relevant laws and regulations, and act as good steward of the church's resources.
- 2. Demonstrate behaviors that contribute to team cohesion and result in a positive, effective work environment by displaying a "yes, and" response to new ideas, opportunities and challenges.

MAJOR RESPONSIBILITIES:

- 1. Coordinate volunteers for Godly Play, 2nd & 3rd grade, and Worship Alive. Send email/text reminders, teaching materials, etc. (1 hour)
- 2. Coordinate with Nannies of KC to ensure two paid staff are scheduled in the nursery each week (1 hour)
 - a. New nursery staff must receive a copy of Child Protection Policy, complete a background check, and receive training before starting their shift.
- 3. Prep curricula, materials, etc. for children's classes and programs on Sunday mornings (30 mins)
- 4. Prep and restock Family lounge, children's area in transept, and children's area in Westminster, so spaces are clean and welcoming each Sunday (30 mins)
- 5. Sunday mornings (anticipated Sunday hours: 8:00 a.m. 12:00 p.m.):
 - a. Check-in on nursery staff to ensure the scheduled staff have arrived
 - Greet families as they enter worship
 Follow classes upstairs to ensure all classes get to their assigned rooms
 - c. Be available as needed for subs, bathroom needs, etc.
- 6. Other duties as assigned

Administration and Communication





- 1. Communicate with families about upcoming events, etc. through emails.
- 2. Coordinate children's activities for all-church events, such as:
 - i. Be the Church Sunday (10/27)
 - ii. Children's Christmas Pageant (12/15)
- 3. Maintain accurate attendance records for nursery and children's programming in the Church Community Builder (CCB) database

PROFESSIONAL QUALIFICATIONS REQUIRED:

• Background in working with children.

PERSONAL QUALITIES DESIRED:

- Outgoing, engaging personality; friendly and approachable by all ages
- Adventurous spirit, willing to try new methods and programs
- Attends to, nurtures and models healthy relationships with Christ, family, staff and community
- A good sense of boundaries and work/play balance
- Self-motivated with strong organizational and time management skills

Contact info: Sam Murphy, smurphy@secondpres.org

Job posting: https://secondpres.org/jobs