



westside

KING'S CHURCH

Job title: Children & Family Ministries Director
Reports to: Generational Pastor
Position type: Full-time, Permanent
Start date: July 1, 2017

NATURE & SCOPE

Children & Family Ministries Director (CFMD) oversees all aspects of programming for children aged 0 to grade 5 and their parents. S/he ensures that the quality of events, activities and practices are in line with Westside vision and mission and their delivery meets child specific operational and safety standards. CFMD provides support and resources for spiritual development of kids and families and for integrating Christian perspectives into their everyday life. CFMD oversees all children ministry staff and volunteers and is responsible for their allocation of duties, their screening, training, monitoring and feedback. S/he serves as a resource for spiritual development support of families

KEY JOB FUNCTIONS

Leadership & programming

- Oversee preparation and implementation of pre-school and grade school (1-5) curriculums, special events and activities in line with Westside vision and mission
- Collaborate with the Teaching Team on the development of teaching material consistent with adult programming
- Oversee all preparation, scheduling, resources, and human management for the production of special kids events, Christmas and Easter services, Vacation Bible school and Adventure camps
- Perform an ongoing review and analysis of all ministry aspects to ensure effectiveness of the current programming; use surveys and conversations with staff, volunteers and parents in to generate feedback on various aspects of ministry and programming
- Cooperate with other leaders to serve as a resource for safe childcare practices during Westside community events (Plan to Protect)
- Provide support and resources for parents and families; facilitate workshops, seminar and presentations to help parents integrate Christian perspectives into the lives of their children
- Seek opportunities to acquire information and expertise to develop a special needs ministry for children
- Ensure the use of effective and efficient technological services to offer safe and user friendly environment
- Cooperate with the Generational Ministries team to keep each other informed of priorities and to ensure cohesiveness of ministry philosophy and core values

Staff & volunteer management

- Identify and promote serve/volunteer opportunities in the East hall (kids ministry area)
- Coordinate volunteer screening processes, volunteer schedule, task division and monitors the fulfillment of assigned duties in accordance with child-safe operational practices
- Maintain a high level of communication with staff and volunteers to keep them informed of expectations, priorities and a general sense of direction
- Provide ongoing training, feedback and regular performance evaluation to the children ministry staff

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Postsecondary education or relevant experience in working with children
- Has worked with children in a leadership role for a minimum of 5 years
- Excellent relational and communication skills

- Exceptionally organized and a superb attention to detail
- A committed Christian with a clear and vibrant testimony
- Thorough understanding and commitment of WKC vision and values
- Gifted in leadership and able to equip and empower others
- Passionate about the spiritual development of children

To apply for the position please forward your resume and cover letter to Jana Rust at jrust@wkc.org. Only selected applicants will be contacted.