

## **Co-Director of Kids Warehouse Warehouse 242**

Job Description  
(Written/Revised: May 2025)

*"We are a community of imperfect people, beloved by Jesus, seeking to live in Him and in His ways."*

**Objective:** to shepherd and develop Kids Warehouse Ministries in alignment with Warehouse 242's (W242's) Identity Statement and Values.

### **Responsibilities:**

1. Contextualize W242's Identity Statement and Values for Kids Warehouse.
2. Develop and oversee the Kids Warehouse's administrative functions, including budgeting, database management, calendaring, implementing compliance documents, managing petty cash, and maintaining classroom spaces.
3. Collaboratively develop and oversee an age-appropriate program for preschool and elementary-aged children that aligns with Kid Warehouse's vision, mission, and values. This includes weekly curriculum, liturgical events, summer camps, and other needed programs.
4. Develop and maintain a transparent process for recruiting and empowering adult volunteers to spiritually shepherd children in alignment with Kid Warehouse's mission, vision, and values.
5. Partner with adult caregivers for their holistic development and spiritual growth as children's main disciplers.
6. Spiritually shepherd preschool through elementary-aged children within W242's community.
7. Collaborate effectively with other staff and elders to serve and care for the church community through formational and missional activities.
8. Recruit, vet, and coordinate childcare services for all W242 events on church property.
9. Regularly participate in designated W242 meetings and events.

### **Expectations:**

- Seek to live a lifestyle "worthy of the calling you have received" (Eph. 4:1).
- Commit to embodying W242's Identity Statement and Values in your personal life.
- Abide by W242's Employee Handbook and Vulnerable Population Safety Guidelines.

**Relationships:** The Kids Warehouse Co-Director will report directly to the Pastor of Spiritual Formation.

### **Additional Preferred Competencies/Expectations:**

- Have an active personal faith and be willing to participate in the life of our church community.
- Experience working with church database systems.
- Proficiency using Canva, Google Suite, and expense tracking software.
- Demonstrated ability to be flexible, collaborative, and take initiative.
- An undergraduate degree is required; a related field is preferred.

**Benefits:** Reimbursable Counseling Allowance, PTO Accrual, Phone Allowance, Church-owned Laptop

**Time Commitment:** 23 hours/week

**Pay Range:** \$26.00-\$29.00/hour based on education and experience