

JOB DESCRIPTION

Job Title: Kirk Kids Director		Ministry Team: Family Ministry	
Accountable to: Family Pastor		Issued: 04/19 Revised: 06/26	
Type of position: ☒ Full-time ☐ Seasonal ☐ Part-time ☐ Intern	FLSA: ☒ Exempt ☐ Nonexempt	Position Details: ☒ Individual Coordinator ☐ Supervisor/Manager (direct reports)	

PURPOSE:

To administer and develop elementary childhood ministry by providing Christ- centered spiritual direction and appropriate programming for children in Kindergarten-5th grade and their families at The Kirk.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Recruit, train and motivate volunteers for leadership and teaching in Kirk Kids programs, special events and outreach strategies.
2. Maintain volunteer database and follow-up with faithful volunteers that become sporadic or quit showing up to determine if there is an underlying issue that needs to be addressed.
3. Define a follow-up process for children who regularly attend Sunday programming that miss 3 or more consecutive weeks to check on their families and encourage them to come back.
4. Plan, review and select curriculum materials and educational tools for Kirk Kids programs in conjunction with the Family Pastor and other team members.
5. Intentionally partner with families in developing faith at home. Equip parents to disciple their children through regular communication and contact, newsletters, take home pieces, social media, Kirk app notifications, etc.
6. Work with the Family Pastor, Kirk Kids Deacon, and Kirk Kids volunteers in planning, scheduling and developing Sunday and weekly programs and creating a calendar covering an entire year.
7. Maintain all equipment and furnishings in the children's areas to ensure they are clean, safe and in good repair. Maintain an accurate inventory of equipment and supplies.
8. Work with Family Pastor (in a consultative role) in preparing the annual budget for the year.

OTHER DUTIES:

- Work within established departmental goals and objectives by prioritizing related programs, managing the use of facilities, and evaluating progress regularly.
- Attend regular staff meetings and retreats.
- Weekday begins at 8:30AM with prayer. Regular attendance is required.
- Cooperate with the Family Pastor by performing any other duties when asked to do so.

QUALIFICATIONS:

- Bachelor's degree or equivalent life experiences
- Minimum of 3 years' work experience in ministry where applicable
- A well-grounded faith in Jesus Christ and theological beliefs, policies and practices compatible with The Kirk
- Open to becoming a member of The Kirk
- Good organizational skills and the ability to multi-task
- A love for children and families and the ability to convey the Bible in a way that children understand
- Weekend and evening hours will be required

*****[Apply Here: https://thekirk.bamboohr.com/careers/32](https://thekirk.bamboohr.com/careers/32)*****

Kirk of the Hills (The Kirk)

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