

Director of Children's Ministries

Primary Role:

Under the direct oversight of the Pastor, the Director of Children's Ministries primary role will be recruiting, training and developing leaders to intentionally produce committed Disciples of Christ through existing and future children's programs and activities.

Job Type: Part-Time

Job Summary:

The Director of Children's Ministries shall be responsible for the oversight of children's programs and activities for children ranging from infants to 5th Grade.

Requirements & Expectations:

- Shall be a born-again Christian who feels a call by God into Children's Ministry
- Shall be in agreement with Park Ridge Baptist's Mission, Vision and Values
- Build relationships with children and families both at Park Ridge and in the community
- Possess strong interpersonal, organizational and leadership skills
- Possess the ability to use appropriate judgment, discretion, sensitivity and confidentiality
- Recruit, train and manage volunteer teams
- Possess skill in the use of computers for word processing, records management, etc. and demonstrate willingness to learn new software applications as needed / required
- Work a total of 20 hours per week of which 8 hours will be held at the church office
- Attend staff meetings, as called

The candidate shall also:

- Become an active member of Park Ridge Baptist Church
- Maintain attendance and visibility during all services
- Contribute as a positive and effective team member

Responsibilities:

- Oversee and coordinate all programming and ministry for children ages birth – 5th grade, including Sunday morning, Sunday nights, Wednesday nights, and Summer programming
- Plan and oversee special events such as VBS, Fall Festival, Baby Dedications, Easter egg hunts etc.
- Create safe environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
- Recruit, train, schedule and lead teams of volunteers.
- Under guidance from the Pastor, maintain a strategy for reaching and assimilating new children and families into the Park Ridge family.
- Schedule monthly children's activities such as field trips, movie nights, etc.

Note: This job description is not intended to be all-inclusive. The Director of Children's Ministries may perform other related duties to meet the ongoing needs of Park Ridge Baptist Church.