

## Assistant Director of Children's Programming

### Newborn through Pre-K

#### Christ Community Church

##### **Job Description:**

Christ Community Church is a growing, gospel-centered church that is focused on reaching their community for Jesus. They have a growing influence in their city led by a strong team. CCC is currently looking for an Assistant Director of Community Kids.

We are looking for someone who is called to children's ministry, is passionate about young hearts and minds being transformed by the Gospel, and has capacity to invest in both children and parents at Christ Community.

The Assistant Director of Children's Programming is responsible for supporting the Kids Ministry Director in the planning, implementation, and oversight of children's ministry programs within a church, including classroom activities, special events, volunteer recruitment and training, while ensuring a safe and nurturing environment for children of all ages.

##### **Key Responsibilities:**

- **Curriculum Development:** Assist in developing and implementing age-appropriate curriculum for various children's ministry programs, including Sunday School and Midweek.
- **Volunteer Management:** Recruit, train, and manage a team of volunteers to lead children's ministry activities, ensuring proper background checks and ongoing support.
- **Classroom Leadership:** Lead children's ministry classes as needed, providing a positive and engaging learning environment.
- **Event Planning:** Collaborate with the Director of Children's Programming to plan and execute special events like Egg Drop, Summer Program, etc.
- **Child Safety:** Adhere to all safety protocols and procedures to ensure the well-being of children within the ministry.
- **Communication:** Maintain open communication with parents, staff, and volunteers regarding children's ministry activities and updates.
- **Administrative Tasks:** Manage registration, supply inventory, and other administrative duties related to the children's ministry.

**Expectations:**

- Model a passion for God and families.
- Lead volunteers from Nursery to Elementary
- Provides care and encouragement to team leaders and volunteers
- Oversee leader development and appreciation
- Develop and implement a clear strategy to disciple children
- Regularly cast vision to volunteers, parents, and kids

**Qualities:**

- Growing and vibrant relationship with Jesus Christ
- Ability to fully embrace the vision, values, and beliefs of Christ Community Church
- High level of Emotional Intelligence: Self-Awareness, Motivation, Empathy and Social Skills
- Experienced leading high-capacity teams
- Great at developing, building, and leading teams
- Innovative and creative while adapting to growth and change
- Relationally connects with parents and is available to meet/council with them
- Thrives in high freedom - high accountability environment
- Professional communication skills
- Enjoys a fun work environment - has a sense of humor

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