

# PROVIDENCE

Position Description: Providence Kid's Director

Proposed: January 2022

## POSITION OVERVIEW

The Providence Kid's (PK) Director will provide oversight and leadership to our growing children's ministry. The mission is to help kids grow up in the gospel, which we pursue in two ways: 1) Cultivate environments where kids learn the gospel and experience the fruit of the Spirit in their relationships, and 2) Come alongside parents to help them disciple their children. The ideal candidate understands child development, excels in building systems and teams, knows how to develop leaders, and has the resolve to solve problems. The PK Director will be part of the Providence staff team, engaged in the overall mission of the church, and report directly to the Executive Pastor.

## VISION FOR PROVIDENCE KIDS

As we look to the next 1-3 years, we want to "build out" PK in the following ways:

- 1) Build capacity to serve 150 kids.
- 2) Develop a leadership pipeline that equips and affirms people to serve at every level (volunteer, teacher, room director, site coordinator, etc.).
- 3) Create a "user-friendly" experience for volunteers, teachers, and parents.
- 4) Review curriculum and make changes/improvements as needed.
- 5) Consistently provide parents with quality feedback, resources, and equipping opportunities.

## POSITION RESPONSIBILITIES

First and foremost, the job is directing a ministry that serves 100+ kids (0-3<sup>rd</sup> grade) and involves 150+ volunteers. The significance and complexity require not only a love for kids, but strong gifting in three main categories:

### Oversight

- *Direction Setting:* Have a long-range view of things. With respect to things like curriculum, space, structures, staffing, new programming, thinking through where the church needs to go in children's and youth ministry as it grows in size and maturity.
- *Vision Casting:* Keep the mission of PK before our team and our church. Inspire and mobilize volunteers and leaders around the mission of PK. Encourage parents in their calling to disciple their children.
- *Sunday Operations:* Ensure that all rooms have the required number of volunteers each Sunday. Oversee PK check-in team, Assembly planning, and PK Worship. Be available for last-minute issues with volunteers, technology, supplies, etc.

## Leadership

- *Leadership Development:* Establish a clear pipeline to effectively identify, assess, equip, affirm, and promote people who serve. Delegate responsibilities and involve other leaders in the direction and management of PK.
- *Shepherding:* Cultivate a gospel culture at every level (classrooms, teams, parent-engagement, etc.). Encourage volunteers, meet with parents as needed, give constructive feedback, pray for and with people, and alert the elders to any situations that require pastoral attention.
- *Problem-solving:* Engage challenges with a positive attitude. Get feedback, don't be afraid to fail, look for creative solutions, and persevere.

## Administration

- *Communication:* Send out weekly emails and updates to volunteers, prepare and distribute all current lessons and materials to necessary leaders and volunteers, update PK Policies and Procedures as needed.
- *Supplies & Materials:* Keep all necessary supplies stocked and accessible, create and print materials, purchase new supplies and equipment, create organization systems, etc.
- *Volunteer coordination:* Resource and advise the volunteer coordinator as needed.

## IMPORTANT APTITUDES

- *Gospel fluency:* Can articulate the gospel of Jesus Christ, is personally growing in the gospel, and can apply the gospel to the lives of people. Understands the centrality of the gospel in all that we do as a church.
- *Emotional Health:* Identity is rooted in Christ. Not afraid to fail. Able to give and receive constructive feedback. Not governed by the approval of others. Seeks to resolve conflict in a timely manner. Able to articulate needs, but also to focus on the needs of others.
- *High capacity:* Has the ability to manage a large number of details and volunteers, to develop systems that are efficient and intuitive, and to plan programs that help kids grow in the gospel.
- *Relational warmth:* Comfortable being the leader and spokesperson of Providence Kids, the one to whom others look. Comfortable relating to a variety of people, from kids to parents to volunteers. Relates to others in a winsome, kind, and enthusiastic manner.
- *Teamwork:* Commitment to working with teams of volunteers and leaders, as well as the Providence staff to effectively minister to the children of our church.

## COMPENSATION

- This is a part-time position (15-20 hours per week).
- Competitive pay based on comparable positions and experience.