

# PROVIDENCE

Position Description: Providence Kid's Director

## 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 few years, we want to "build out" PK in the following ways:

- 1) Refine our structures and systems to best serve this growing ministry.
- 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 and continue to build greater excellence on Sundays 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 160+ kids (0-5<sup>th</sup> grade) and involves 250+ 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 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 classrooms have the required number of volunteers and are ready to go each Sunday. Oversee PK check-in team, assembly planning, and PK worship. Be available for 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.
- *Equipping:* Create avenues to equip and resource our church in parenting and discipling kids.
- *At Large:* Run point on special projects as assigned by the pastors.

## 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:* You can articulate the gospel, are personally growing in the gospel, and can apply the gospel to real life situations. You understand the centrality of the gospel in all that we do as a church.
- *Emotional Health:* Your identity is rooted in Christ. You are not afraid to fail, able to give and receive constructive feedback, and not governed by the approval of others. You seek to resolve conflict in a timely manner. You can articulate needs, but also to focus on the needs of others.
- *Relational warmth:* You are comfortable relating to a wide variety of people. You are aware of how people experience you, both as a representative of Jesus and of the church.
- *High capacity:* Has the ability to manage a large number of details and people, to develop systems that are efficient and intuitive, and to plan programs that help kids and students grow in the gospel.
- *Communication:* You have effective skills in verbal and written communication. Whether you are writing an email or talking in front of a large group, you can do so with clarity, warmth, and gospel-centrality.
- *Project management:* You can think strategically. You can take a project from start to finish (see the problem, make a plan, execute the plan). You are a self-starter, executer, detail-oriented, and intuitive.
- *Teamwork:* You can work with members and volunteers, as well as the Providence staff, to effectively achieve objectives and minister to people.
- *Field Knowledge:* You have experience with child development. You understand what families need in their calling as parents and how the church can effectively come alongside them.

## COMPENSATION

- This is a 30-hour a week position with potential for full-time employment
- Competitive salary based on position group: Ministry Director