

## Job Description

**Job Title:** Associate Director of Children's Ministry

**Reports to:** Director of Children's Ministry

**FLSA Status:** Nonexempt

**Hours:** FT/40 hrs per week

**Job Summary:** The Associate Director, under the supervision of the Director, works to make Children's Ministry at LOPC a place that is welcoming to children and their families through unique worship opportunities, an inspired and educated volunteer corps, excellent programming, and an environment that encourages creativity and collaboration as we grow in love and service to God.

### Essential Functions of the Job:

Engaging Children in Worship 20%

1. Develop a process for the continuing integration of children and families into regular community worship within LOPC's unique context.
2. Work proactively with Music & Worship to design and implement opportunities for children to worship at LOPC.
3. Supervise and collaborate with the Coordinator for Children's Choirs on engaging children in worship leadership opportunities.
4. Work with children and youth ministry teams to create special youth-oriented services including: Youth Sunday, Third Grade Bible Sunday, Christmas Eve family service and Easter Sunday family service.

Volunteer Development 35%

1. Schedule, send out reminders, and oversee volunteer assignments for all children's programs including finding substitutes for open volunteer positions.
2. Recruit, train, and celebrate volunteers as a part of a holistic approach to Children's Ministry education.
3. Develop a long-term plan for volunteer education, utilizing resources from conferences and best practices from other institutions.
4. Develop job descriptions for the various Children's Ministry volunteer opportunities.

Program Management 35%

1. Work with the Director of Children's Ministry to develop a vision, mission and achievable yearly goals for all programs.
2. Assist in managing all programs, including welcoming families, procuring supplies, preparing class materials, room setup, and teaching.
3. Assist in developing relationships with families and leading groups when appropriate.
4. Work with the Director of Children's Ministry to plan and execute special seasonal events.
5. Collaborate with all Children's Ministry program leaders to ensure that administrative needs are covered.

Vision and Long-Range Planning

10%

1. Work with the Director of Children's Ministry to articulate a coherent vision and strategy for Children's Ministry at LOPC, both short- and long-term.
2. Work with the Director of Children's Ministry to integrate an emphasis on racial equity and anti-bias values into all children's programs and curriculums.
3. Attend continuing education events related to children's ministry as required and encouraged.

**Minimum Requirements:**

*Education:* Bachelor's degree

*Experience:* Three years of working in children's or youth ministry in a church setting

*Special Skills, Licenses or Certifications:* None

Christian Faith

**Desired Qualifications:**

Demonstrate LOPC Core Values

Support LOPC's Mission, Vision and Objectives

Support racial equity and anti-bias values

Experience with engaging children in worship settings

Experience teaching children from PreK through 4<sup>th</sup> grade

Supervisory experience and experience with volunteer development

Able to relate to and communicate easily with children and families

Attention to detail

Invested interest in quality Children's Ministry programming