



JOB PURPOSE: To serve Arcade Church by recruiting and equipping leaders to “help as many children as possible to hear, see and follow Jesus Christ.” The ideal candidate has significant experience ministering to children and parents, as well as experience recruiting and managing volunteers. This role requires a person who relates well with people of different ages and backgrounds.

PRIMARY RESPONSIBILITIES & DUTIES

- Recruit, train, and encourage volunteer staff
- Create, fill, and manage volunteer schedules
- Through the kids ministry staff, execute all weekly kids programs
- Plan and execute annual VBS (or similar type) ministry
- Oversee all programming for children throughout the church
- Establish and maintain a security system that protects children in the church's care
- In consultation with other church leaders, define a vision for the children's ministry that contributes to the church's overall mission. Develop a ministry plan to achieve that vision
- Maintain the integrity of the children's teaching time by ensuring the instruction is consistent with the doctrinal convictions of the church
- Identify and execute ministry and missions opportunities in which children can participate
- Explore emerging technologies that help engage more equipped volunteers in the ministry of the church
- In consultation with church leadership, develop an annual budget for the children's ministry and operate within the constraints of that budget
- Lead/Assist Arcade staff team with the planning and execution of church events
- Other duties as assigned

ESSENTIAL BELIEFS AND VALUES

- Maintains a personal relationship with Jesus Christ and is a consistent witness of Jesus in daily life.
- Expected to regularly attend and become a member of Arcade Church
- Adheres to Arcade Church's Mission, Values and Doctrinal Statement
- Active focus on supporting positive relationships; treating people with dignity, respect, integrity, and compassion
- Showcasing servant leadership

SKILLS & ABILITIES

- High capacity leader and leader developer
- Great multitasker and comfortable wearing multiple hats
- Excellent written and verbal communication skills
- Able to work both independently and within a team environment
- The ability to deal diplomatically with a wide range of people and opinions

EDUCATION & EXPERIENCE

- A bachelor's degree (preferably in education or Christian ministry)
- 3 years of experience in a full-time ministry situation with children. At least 5 years of total ministry experience.

This role reports to the Executive Director of NextGen Kids and is provided support by a NextGen Administrative Assistant and Childcare Coordinator. The Children's Director oversees volunteers for classroom teaching and administration needs as well as paid contractors. A typical schedule is Sunday through Thursday with the potential for other hours needed based on ministry needs.