



Director of Chapel Kids - Campus

Vision: The Director of Chapel Kids provides leadership, direction and oversight to Children's Ministry at the Rostraver Campus. The Director is "the face" of the ministry and will help build a warm, welcoming environment for children and families.

General Responsibilities:

- Responsible for greeting new families and making them feel welcome and embodying a sense of confidence and excitement for what our Chapel Kids Ministry provides
- Responsible to work with Campus Pastor to set goals and vision to develop the campus and meet changing needs in regards to Chapel Kids
- Responsible for implementing and overseeing all Chapel Kids activities and programming during Sunday and Wednesday evening services
- Responsible for recruiting, training and overseeing all other Chapel Kids Programming including VBS.
- Responsible for recruiting all volunteers needed for Nursery, Preschool, Elementary, and Wednesday Evening Children's programming
- Responsible for overseeing and training paid childcare workers
- Responsible for creating and maintaining schedules for all volunteers
- Responsible for ensuring all volunteers attend proper training in a timely fashion and facilitating the training
- Responsible to ensure all items needed to run the campus are available and properly stored
- Responsible for overseeing Chapel Kids budget
- Responsible to liaison with ministry support staff for additional resources
- Oversee implementation and monitoring of attendance and contacts
- Collaborate with other Campus staff on any special events that may include ministry or outreach to Children
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Administration, Leadership

Experience: The ideal candidate would be a believer in Jesus Christ who possesses significant training and experience in implementing and leading children's ministry programs serving children and families.

Time/Allocation: Stipend Position

Hours: 20 Hours Per Week

Accountability: The Director of Chapel Kids reports directly to the Campus Pastor

*This Job Description is subject to change at management's discretion.