



Redeemer West Side Job Description

Position: West Side Children's Ministry Director
FLSA Status: Exempt **Band:** 7
Department: WS Children's Ministry **Work Hours:** Full-time, including Sundays
Date: October 2018 **Reports to:** Executive Pastor

POSITION SUMMARY

Develop vision and direct Children's Ministry programs on the West Side to deepen the knowledge and application of the gospel by children from birth through 5th grade. Deepen a flourishing community of children, family, visitors and volunteers. Director is a key leader of Redeemer West Side, managing the West Side Children's Ministry Team. Full time is four weekdays and a full day on Sunday.

JOB DESCRIPTION

- **VISION COMMUNICATION.** Lead visionary and communicator of West Side Children Ministry (WSCM) values, purpose, programs and priorities to all stakeholders (the West Side congregation, visitors, families, children, staff and program volunteers). Represent WSCM by actively participating in leadership gatherings. (i.e. Leadership Summit, stand up, staff lunches, planning meetings, etc.). Respond constructively to regular feedback and requests from families, volunteers and mom's groups.
- **MANAGE STAFF AND VOLUNTEERS.** Hire/screen, develop, review and direct full and part-time staff members. Develop clear job descriptions and responsibilities. Provide spiritual coaching, professional development, and encouragement to staff members, including regular one on one meetings with each staff member. Oversee recruitment, background screening, ongoing training, and support of volunteers.
- **DIRECT WSCM PROGRAMMING**
 - **SUNDAY.** Direct all WSCM Sunday programs and curriculum for newborns through 5 graders attending. Oversee Club 56 and Communicant Membership programs.
 - **EVENTS.** Develop and direct events for children and families within West Side and across other congregations (i.e. Birthday Party for Jesus, seasonal family events, VBS, classes, and service projects).
 - **KCG.** Lead overall vision, programming, and curriculum for the midweek Kids' Community Group (KCG). Work alongside parent volunteers for ministry planning.
 - **PARENTS.** Provide support and educational resources for parents. Build and maintain relationships with parents and West Side mom's groups.
- **MINISTRY MANAGEMENT.** Manage WSCM budget for all programs, personnel, materials, and meetings. Identify resources required to deliver goals. Update Operations and Training Manuals in compliance with functional and legal requirements and best practices. Build connections across West Side staff and Redeemer-wide ministry partners (HFNY, etc.) to find opportunities for partnership and reinforcement working toward holistic ministry goals.

Qualifications

- Alignment with Redeemer's vision to serve New York City
- Gospel-oriented heart to serve God, families and children in New York City
- Commitment to the theology and traditions of Reformed faith

Skills

- Excellent communication, customer service and interpersonal skills
- Strong problem solving and decision-making skills
- Strong recruiting and volunteer management experience and skills
- Strong project management and organizational skills
- Proven team player with ability to adapt and thrive in a dynamic organization
- Ability to bring peace and biblical resolution to encounters marked by high emotions, navigate expectations and demands of highly vested community members
- Proficient in email, Google Office applications, database management

Experience

- Bachelor's degree preferred
- Prior Experience: 3-5 years of Children's Ministry strongly preferred with 2+ years as a director or other staff management positions