

TITLE: Branches Kids Director**REPORTING STRUCTURE:**

- Reports to: Lead Pastor
- Direct Reports: Grade School, Preschool, Toddlers, Nursery, Registration, Kids Admin.

WIN

“Empower a growing Kids team with vision, leadership, and correct tools, to help students love God and love church.”

KEY RESULTS

- Do team leaders know what to do, and how to do it?
- Is there sufficient staff each week throughout Branches Kids?
- Is Branches Kids helping students love God and love church?
- Are parents equipped to discuss spiritual truths with their kids during the week?

TASKS/RESPONSIBILITIES

- Choose curriculum, and upload to the Drive for all departments to utilize
- Communicate and delegate tasks to team members and directors
- Process applications for potential Team Members
- Perform background checks on all applicants above 18 years of age
- Run a preservice meeting for weekend services
- Manage and support weekend service volunteers
- Manage and prep for weekend service execution
- Make sure all teams are staffed to run safely and effectively for Sundays
- Attend Monday morning weekly staff meeting
- 20 hours a week
- Develop systems to enhance how Branches supports parents in leading their kids
- Manage and report expenses and budgets for Branches Kids

MINIMUM REQUIREMENTS

- Experience managing volunteer teams
- Has a passion for the spiritual and professional development of others
- Is able to accomplish all administrative work to support the execution of the kids program
- Excellent communication skills
- Is able to hear feedback from others, and implement solutions and changes based on feedback
- Strong conflict resolution skills
- Ability to plan ahead into the future, while also being able to shift on the fly
- Strong passion to see young kids grow in their faith in Jesus
- Strong working knowledge of the developmental stages of children
- Solid understanding of the Bible and the application in life and parenting
- Personal follower of Jesus