

Children's Director

Job Description

Job Title: Children's Director

Reports to: Lead Pastor

Position Status: Part-time (20 hrs/week), Salary, Non-Exempt

Hourly Rate: \$25/hr (\$500/wk) (\$26,000 annually)

Summary

The purpose of the Children's Director position is to provide leadership, oversight, and care to the children's ministry at Newsong Los Angeles (NLA Kids).

The goal of NLA Kids is to partner with families in nurturing and shaping children who:

- Know that they are loved and valued by God and by the church,
- Build relationships with other kids,
- Understand foundational stories and beliefs of the Christian faith,
- Learn about habits and practices which promote long-term and sustainable spiritual formation,
- Participate in the life of the church and in God's mission, through service and outreach.

General Responsibilities and Tasks

- Lead and develop a team of volunteers.
- Oversee and maintain policies and practices necessary for the health, safety, and protection of children in the church's care.
- Organize volunteer schedules for all NLA Kids programming.
- Organize age appropriate teaching curriculum for the various classrooms.
- Ensure volunteers and teachers have the materials and support needed to lead weekly ministries.
- Participate in weekly staff meetings.
- Follow-up with new families to promote connection and integration into the broader church community.
- Provide resources for families to promote application and engagement with lessons and/or practices throughout the week.
- Communicate regularly with parents through the NLA Kids Newsletter.



Experience and Qualifications

- 3 years of experience working with children
- Bachelor's Degree or higher preferred.
- Demonstrate a personal commitment to his/her faith in Jesus.
- Ability to work efficiently
- Ability to work well in a collaborative environment
- Energized by working with children
- Fun and friendly disposition
- Embrace the Covenant Affirmations (<http://www.covchurch.org/affirmations>) and support the policies and practices of the Evangelical Covenant Church.

Required Skills

- Adaptability
- Organization and Administration
- Creativity
- Communication

Projected Work Schedule

- Sunday Morning (8:30am - 11:30am) (In-Person)
- Wednesday (10:00am - 12:00pm) (Most often in-person)
- Other hours flexible, as approved by Lead Pastor