

# Job Description



**JOB TITLE:** Sandy Children's Ministry Director

**DEPARTMENT:** Children's Ministry

**DIRECT REPORT:** Children's Pastor

**EMPLOYEE STATUS:** Part Time, 15 hrs/wk (hourly)

## I. Overview

The Sandy Children's Ministry Director leads the Children's program at the campus by developing volunteer teams and ensuring Children's Ministry values and programming are executed with excellence.

## II. Requirements

- Demonstrates a growing, positive relationship as a Christ follower.
- Is, or is willing to become, a covenant member at ALC as described on the church website under "Who We Are".
- Is proficient with Microsoft Office programs.
- Is warm, friendly, and professional.
- Is able to use discernment to identify sensitive or confidential information.
- Has a heart for the spiritual growth of children.

## III. Responsibilities

- Supports the Lead Children's Pastor in implementing Children's Ministry programming and objectives, covering ages birth through 5th grade.
- Under the direction of the Lead Children's Pastor, develops and executes ministry programs and events.
- Oversees recruiting, training, equipping, and scheduling of Children's Ministry volunteers, including Children's check-in.
- Coordinates use of facilities for Children's programming.
- Ensures a clean, organized, and safe environment in the elementary programming spaces/rooms.
- Ensures the Children's curriculum materials have been received, are in place, and are ready to go.
- Meets bi-weekly with the Children's Ministry staff.
- Meets bi-weekly with the Sandy Campus staff.
- Ensures adherence to Abundant Life safety policies and practices in Children's Ministry and ensures volunteers have completed the Serve Application and required safety screening steps.

## IV. General Expectations

- Has read, understands, and agrees to follow the Abundant Life Church policies as outlined in the Employee Handbook.
- Supports and resonates with the Staff Culture and Commitments.
- When schedule allows, participates in staff trainings, meetings, and events as requested by the supervisor.
- Provides excellent customer service to fellow staff, the church body, volunteers, and the community