

Children's Ministry Director Job Description

Roswell Community Church, Roswell GA

POSITION SUMMARY:

The Children's Ministry Director at Roswell Community Church is responsible for the oversight and leadership of the children's ministry at Roswell and all volunteers working with children. This role will bring a joyful leadership to volunteers that equips and empowers them in their mission to make disciples of our children and families. The RCC Children's ministry director will set vision, align and equip teams and come alongside families as they follow Christ at RCC.

This is a part-time position (15 hours/week).

Responsibilities include but are not limited to:

1. Oversee all aspects of Roswell Kids.
2. Review and implement God-centered, age appropriate classroom curriculum, as well as maintain appropriate toys and supplies.
3. Recruit, train, and develop kids group leaders with the Team Leaders.
4. Effectively manage the Roswell Kids budget.
5. Determine classroom supply needs and purchase accordingly.
6. Communicate consistently and effectively with parents regarding kid-specific needs or classroom challenges.
7. Establish and maintain positive and healthy relationships with kids, their families and all leaders serving in Roswell Kids.
8. Promote the health and safety of all kids and volunteers and ensure that all volunteers adhere to RCC safety policies.
9. Oversee and develop Roswell Kids Team Leads.
10. Maintain updated background checks on volunteers and keep on file in the office.
11. Attend regular staff meetings.
12. Other duties as assigned.

REPORTS TO:

- Lead Pastor

QUALIFICATIONS:

- Aligned with the vision and mission of RCC.
- Servant leader with a passion to grow God's Kingdom.
- Ability to be flexible and think creatively.

- Aligns and affirms RCC doctrinal statement
- Ability to work well as part of a team.
- Strong communication skills.
- A sense of God's calling to teach, disciple and train children to come to a saving knowledge of Jesus Christ and grow in their faith.
- An ability to lead and empower teams of volunteers
- A baptized Christian who lives a life marked by spiritual maturity.

Please email resume and cover letter to nick@roswellchurch.org