

Keystone Kid's Ministries Director

Status: Part Time

Reports Directly to the Lead Pastor

Compensation Range (\$15-\$18 an hour)

Position Responsibilities

Beyond direct interactions with the children of Keystone, this position leads volunteer leaders in the children's ministries of the church.

This will result in...

- A safe and supportive ministry for the children of Keystone to be seen, known, and loved as they learn about Jesus.
- Providing leadership for the systems, goal setting, planning and evaluation of the Keystone's Children's Ministries.

This will be accomplished by...

- Selecting and modifying curriculum for nursery, preschool and K-5 to use on Sunday Mornings.
- Distributing the curriculum to scheduled volunteers weekly.
- Setting up needed materials & curriculum for Sunday mornings and other events.
- Purchasing and organizing children's ministries supplies, snacks, curriculum or other materials as needed.
- Overseeing maintenance, décor, and accessibility of children's ministries classrooms and spaces.
- Identifying, recruiting, and training new volunteers to maintain a full volunteer schedule.
- Overseeing the hiring of childcare associates (nursery workers), in coordination with the direct supervisor, to maintain appropriate ratios of workers to children on Sunday mornings and other events where childcare is offered.
- Ensuring all staff, childcare associates, and volunteers are up to date on their Safe Gatherings training, certification, and state background checks.
- Maintaining regular updates of Keystone Kids for social media and website presence.
- Sending regular communication to Keystone families regarding curriculum, family faith formation opportunities, and upcoming events.
- Coordinating with Keystone Youth to advertise and help transition 6th graders into the Keystone Youth Program.
- Maintaining Keystone Kids database and check-in system.
- Attending Keystone Leadership Council meetings as needed/requested.
- Attending staff meetings and one-on-one meetings with senior pastor or other staff as scheduled.
- Spending weekly time in prayer for the ministry and children in our church.
- Maintaining involvement in adult activities in the Keystone Church.
- By being able to learn and remain teachable as a leader.