



Childhood Associate Director

CHILDHOOD

FULL TIME

This role combines high-level vision implementation with hands-on leadership of staff and volunteers, ensuring consistent quality programming while developing robust systems for training, volunteer care and resource management.

RESPONSIBILITIES

Leadership & Supervision

- › Oversees daily operations across all assigned ministry areas, ensuring programming excellence.
- › Provides direct leadership through regular one-on-one meetings and annual performance evaluations of Early Childhood, Elementary and Worship staff and programs.
- › Creates a positive, collaborative team culture that reflects the church's values. This role requires strong mentorship abilities and the capacity to translate high-level vision into actionable plans.

Strategic Program Support

- › Assists with shaping and implementing the strategic vision for childhood ministries, ensuring alignment across all programs.
- › Develops discipleship pathways that engage children at various developmental stages.
- › Optimizes rotation schedules for Sunday and Wednesday programming, manages facility allocation and classroom capacity standards, and analyzes ministry metrics to evaluate program effectiveness and growth.

Training & Development

- › Spearheads the design and implementation of comprehensive onboarding and training systems for both staff and volunteers.
- › Develops and maintains a digital training library with engaging multimedia content, tracking systems for completion rates, and collaborates with coordinators to identify and address training needs.

Volunteer Care & Engagement

- › Develops a comprehensive volunteer care strategy that includes structured onboarding, mentorship with experienced teachers, and clear growth pathways.
- › Designs systems for regular check-ins, prayer support, and spiritual growth opportunities. Works with associates to implement these systems through training and ongoing supervision, ensuring consistent volunteer shepherding across all ministry areas while fostering a supportive and engaging environment.
- › Other duties as assigned

QUALIFICATIONS

- › • Strong organizational and multitasking abilities
- › • Creative problem-solving skills
- › • Excellent communication skills
- › • Ability to work independently and as part of a team
- › • Flexibility to adapt to changing priorities
- › • Detail-oriented with strong project management skills
- › • Ability to work evening and weekend hours as required for events
- › • Ministry Platform, Check-In Suite, Planning Center Online
- › • Basic office software and digital file management systems