



JOB TITLE: REDEEMER KIDS DIRECTOR

REPORTS TO: ASSOCIATE PASTOR: KIDS

STATUS: NON-EXEMPT

HOURS: 20 PER WEEK

JOB SUMMARY:

The purpose of the Kids Director position is to oversee the Redeemer Kids Ministry and make sure that it is ready for every Sunday.

Under the supervision of the Associate Pastor, the Kids Director will manage volunteer scheduling, prepare lessons and materials for the preschool and K-5 classrooms, maintain and organize ministry facilities, assist in ministry development, and help with yearly ministry events as needed.

The Kids Director is responsible to comply with the guidelines and requirements of the Redeemer Church of Rockford Employee Manual.

JOB DUTIES:

VOLUNTEER INTERACTION:

- Manage the volunteer schedule and ensure the Sunday morning Kids ministry program is fully staffed.
- Send out weekly emails in advance to all volunteers to provide the lesson PDFs, announcements, and miscellaneous information.
- Manage the volunteer process queue and create name tags for new volunteers.
- Fulfill staff requirements as laid out in the Child Protective Policy on a rotating basis with Redeemer Kids Staff.

LESSON PREPARATION:

- Consider the materials included in the lesson and customize an appropriate lesson plan for each of the Redeemer Kids classrooms.
- Order any materials necessary for the lesson plan.
- Ensure that PDFs of the lessons are created for preschool and K-5, with applicable Gospel plan and Bible verse for the unit.
- Print materials for preschool classrooms and K-5 classrooms. Copy and assemble packets.
- Maintain monthly attendance roster for K-5 and ensure that the office administrator receives it.

FACILITY MAINTENANCE:

- Walkthrough the Kids Ministry facilities to clean up after Sunday services and to begin prep for the next Sunday.
 - Prepare the lobby check-in stations and classrooms, ensuring computers are working correctly, video for preschool is loaded, and materials are in place.
 - Ensure supplies of visitor forms, labels, and diaper check forms, etc. are adequate.
 - Tidy and check rooms after service, placing items left behind in Lost and Found.
 - Ensure items, such as blankets, towels, and burp rags are laundered, folded, and put away.

MINISTRY DEVELOPMENT:

- Meet with the Kids Ministry Staff Team on a weekly basis to discuss the direction and vision of Redeemer Kids, implementation, and the effectiveness of the program.
- Evaluate and implement the Child Protection Policy for Redeemer Kids.

OTHER DUTIES:

- Manage and update the Redeemer Kids website page.
- Manage Redeemer Kids budget and input receipts.
- Work with Tech Director to manage “Hymn of the Month” for families.
- Assist Redeemer Kids Associate Pastor with event management, such as Summit, Easter, Volunteer Appreciation, Missional Partner Meeting Childcare, Child Dedication, Kids Camp*, and any other ministry events added during the year.
- Assist Redeemer Kids Associate Pastor with volunteer training meetings.

HIRING REQUIREMENTS:

1. A growing relationship with Christ and agreement with the **mission, vision, and Statement of faith**, doctrine and distinctives of Redeemer Church of Rockford.
2. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
3. Demonstrated team player and commitment to other members of the team.
4. Effective verbal and written communication skills.
5. Basic computer skills, such as email, database management, document preparation, etc.
6. Willingness to complete the criminal background check process.

Updated 10/3/23

**The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards.

Print Name: _____

Signature: _____

Date: _____