



Title: Elementary Director	Prep/Revised Date: August 2026
Reports To: Children's Pastor	Direct Reports: N/A
FLSA/Hours: Non-Exempt/40 Hours	Campus: Fort Collins

Summary

The Elementary Director is responsible for building a team that leads and executes Timberkids weekend and midweek ministry by inspiring others to serve in Timberkids, collaborating with the Children's Pastor to foster an environment conducive to excellence and safety within the Timberkids ministry. Additionally, the Elementary Director will lead curriculum implementation and invest in the development and leadership of volunteers, overseeing the volunteer orientation and training that includes appropriate placement of volunteers based on their personal gifts and passions.

Duties & Responsibilities

- Ensure that Timberkids weekend and midweek Elementary programs always maintain the centrality of Jesus by providing oversight of volunteers, curriculum, programs, and events.
- Build a strong Timberkids ministry team via recruitment of individuals who hold the Timberline Church vision and values.
- Identify, inspire, train, support, and appreciate the Timberkids volunteers, consistently casting vision, values, and culture for the volunteer team.
- Ensure the leaders and rooms are prepared and ready to serve the weekend and midweek ministry, and that the overall operations meet all expectations.
- Maintain a positive Timberkids environment, establishing excellence in the ministry through daily collaboration and communication with the Children's Pastor, helping to reach all determined goals.
- Exhibit a clear understanding of all Timberkids programs and curriculums, systems, and processes, along with the policies and procedures related to volunteerism, partnering with parents, and the ministries of Timberline Church.
- Lead day-to-day operations of the ministry, balancing tasks, and relational aspects of the role.
- Maintain commitment to personal growth and self-development through self-awareness and active learning.
- Facilitate the administrative processes as needed.
- Oversee the Elementary Timberkids budget.

Skills/Qualifications

- Must exemplify a high level of passion about sharing the Timberkids vision with the community.
- Effective in conflict management, time management, and coaching skills, with exceptional organizational and problem-solving skills.
- Comfortable in Microsoft Office Suite applications, Church Community Builder (CCB) and Orange/Amazing Life Curriculum.
- Must have basic mathematics, budget, and expense monitoring skills.
- Must have quality interpersonal skills, with the ability to work with people, to communicate clearly and effectively on the telephone, by e-mail, and in person, demonstrating tact and diplomacy with the ability to maintain composure during stressful situations.
- Must be able to work a flexible schedule and serve during evenings and weekends as necessary.

Education and/or Experience

- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Position Details: Full-Time.

Exemption/Hours: Non-Exempt. 40 Hours.

Tuesday-Thursday, 8 AM-5 PM, Saturday, 1 PM-6 PM, Sunday, 8 AM-3 PM

Compensation: \$18.00 – 23.00/hour; depending on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer paid contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase with employment longevity.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase with employment longevity.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)