

# **Children's Church Director (Part – time)**

## **Job Summary**

The Sunday Children's Church Director provides vision, strategies, direction, and oversight for Children's Service (preschool – 5<sup>th</sup> Grade). Provides leadership, direction, and development for volunteer members.

## **Preferred:**

- CPR certification
- Previous experience in child or daycare
- Bachelor's Degree - Early Childhood Education

## **Personal Qualifications:**

- Christian character that reflects and embodies Christian values
- Service-oriented attitude of assisting and serving others
- Professional and pleasant attitude
- Teachable nature and humility balanced with confidence and assertiveness
- Ability to pass background checks
- Consistent team spirit
- Organized
- Commutative Leadership Skills

## **Responsibilities**

- Oversee all programming and ministries for Children ages preschool to 5th grade.
- Choose and prepare curriculum for Sunday Children's Church.
- Create a fun and engaging environment in Hope Hall, activities and programming for each age group that will facilitate learning and encourage spiritual growth on Sundays.
- Provide leadership, direction, and training for children volunteers.
- Develop and maintain a safe and clean learning environment.
- Responsible for check-in procedures and tracking weekly attendance.
- Identifying the changing needs of our children's Sunday service to develop new ideas and innovations that improve that program.
- Provide, organize, and ensure effective communications among, between, and to Parents.

For questions or more information, contact Executive Pastor Rick Nance at: 713-659-3237 or send your resume and cover letter to [ivana.m@stjohnsdowntown.org](mailto:ivana.m@stjohnsdowntown.org)