



Job Title: Vintage Kids | Children's Director

Position Type: Full-Time and Part-Time Employment options will be considered

Pay Range: \$21-26/hr

Supervisor: Senior Associate Pastor | Youth and Kids

Summary: The primary responsibility of this role is to minister to the children of Vintage City Church, ages 0-11. This will be accomplished through coordinating weekly gatherings, supervising the Kids Leadership Team, directing and leading the wider Vintage Kids volunteer team, organizing and approving the curriculum, communicating about the setup and teardown for Vintage Kids events, and executing ministerial goals/vision.

Description:

Kids Gatherings

- Directly oversee all Vintage Kids gatherings as assigned by supervisor
- Oversee the check-in and check-out system
- Manage of Kids Classes and Gathering Leads
- Coordinate contractors and volunteers
- Operate as a primary teacher within the Kids (1st-5th grade) gathering space, instructing children in the Scriptures and the central principles of the Christian faith
- Minister to the volunteer team by promoting an environment of hospitality and answering any questions / needs that may arise

Office Hours

- Utilize Planning Center to schedule Kids volunteers or assign scheduling duties to Class Leads
- Prepare supplies / activities or assignment of these duties to a member of the Kids Leadership Team
- Communicate regularly with parents and volunteers via email or phone
- Assist in the coordination and execution of special events

Misc. Duties

- Attend staff and interdepartmental meetings
- Provide ministerial care, as assigned by supervisor or Executive Team
- Continued spiritual and theological development, as assigned by supervisor or Executive Team
- Live your life in the presence of, under the authority of, and to the honor and glory of God, understanding that all ministerial positions are part of the Royal Priesthood (1 Pet. 2:9). This includes committing to regular time with the Lord and submitting to the spiritual authority of the pastoral team in regards to your individual spiritual formation and growth.

Working Conditions

- This job is performed in a variety of settings.
- This role routinely uses standard office equipment including, but not limited to computers, phones, photocopiers, electronic postage meters, filing cabinets and fax machines.
- Activities include extended periods of standing or sitting and extensive work with cleaning supplies and tools.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.
- The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Note: This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principal job elements.

To apply for this position, email your resume to operations@vintagecitychurch.com by April 21st, 2024.