

Children Program Director Youth Program Director

Southern Hills Christian Church

WHO WE ARE

- JOB TITLE:** Children Program Director and Youth Program Director
- OUR VISION:** Jesus calls us to be a faith community that nurtures people in spiritually transforming relationships with God, others, and all creation.
- OUR MISSION:** Providing vibrant, dynamic, worship that is centered around the Lord's Table
Helping all feel accepted and nurtured in our faith community
Growing and maturing in our understanding of Jesus and His gospel
Celebrating the diversity that exists among us
Inviting all to share the love and grace of Christ and welcome all into His church
Standing with those in need

GENERAL JOB DESCRIPTION

This position will oversee the development and implementation of programming for children and youth ages nursery through High School. In consultation with the Minister, Family Life Council, and program volunteers, the Director will ensure relevant programming for all ages of participants is offered, resourced, and staffed appropriately. The Director will establish regular church office hours and be responsible for managing the program budget. This is a part time position with some flexibility.

MAJOR DUTIES AND RESPONSIBILITIES

- Build and nurture relationships with children, youth, families, and congregants
- Recruit, train, develop, and nurture program volunteers
- Develop and implement programming for ages nursery - 5th grade/ 6th grade - 12th grade
- Communicate program information regularly via flyers, newsletter, email, phone, social media, and other avenues
- Follow up with visiting youth or families with nursery through High School aged children
- Plan and implement programs such as VBS, promotion of summer camp, youth retreats, summer programs
- Manage appropriate levels of materials and supplies for activities
- Ensure church calendar is updated in a timely manner
- Ensure usage of safety policies, classroom rules and discipline, procedures and guidelines for proper care and supervision of children/youth
- Recruit, train, and supervise nursery volunteer staff
- Ensure nursery is clean, appropriately equipped, and safe
- Researching and choosing curriculum for Sunday school and children/youth programs to encourage

spiritual growth

- Participate in Sunday morning worship services or special services as required
- Attend weekly church staff meeting
- Attend and prepare report for monthly church Leadership Council meeting
- Establish and attend regular Family Life Council meetings

QUALIFICATIONS FOR THE JOB

Education: College Degree preferred

Preferred: Seminary trained or Ordained

Experience and Attributes needed:

Professional attitude and behavior

Excellent people skills

Demonstrated ability to recruit and nurture volunteers

Experience working with children and youth

Understanding of childhood and youth emotional, physical, and spiritual development

Understanding of the Christian Church (Disciples of Christ) theology

Demonstrated administrative experience and ability

Demonstrated ability to work independently and as part of a team

Able to obtain CPR and First Aid certification within 90 days of hire date

Qualified references

Please reply with resume and cover letter to: childrenandyouth@shccedmond.org