

Job Title **Assistant Director of Children’s Ministries**
Reports to: Children’s Ministry Director
Employment Status: Full-time/Exempt

Position Overview

The Assistant Director of Children’s Ministries is responsible for providing assistance to the director in all aspects of the Children’s Ministry (Birth-6th grade) program of SPC in accordance with the mission, vision and core commitments of SPC.

Principal Job Duties

- Partner with the CM Director to cultivate, ensure and maintain a safe, life-giving and hospitable environment for children birth-6th grade at SPC.
- Assist the CM Director through focus on enhancing, innovating and maintaining a sustainable volunteer recruiting, equipping, rotation, and gift assessment structure.
 - Build and cultivate ongoing relationships with the staff, students, parents, and adult volunteers through such activities as lunch/dinner appointments, attendance of CM events, home visits, etc.
 - Actively recruit, train, encourage, and maintain healthy relationships with a team of adult volunteers to assist with all aspects of the CM.
 - Develop process for helping potential volunteers assess their strengths and gifts for service within the CM.
- Be present on Sunday Mornings and at CM events to provide direction and foster relationships with CM volunteers and staff.
- Provide ongoing oversight and innovation of logistics to help make Sundays run smoothly.
 - Oversee communication/distribution of supplies and content of the children’s ministry curriculum in all CM teaching environments.
 - Oversee all assigned digital communication, social media, and webpage information to ensure accuracy and timeliness of communication.
 - Assist in compiling parent resources to aid in the discipleship of children as assigned
 - Work alongside CM Director and CM Admin Assistant to fulfill administrative needs including inventory and supply needs.
- Assist CM Director in planning, organizing and managing CM environments as assigned.
- Assist CM Director in request and stewardship of CM yearly budget as assigned.
- Additional responsibilities as requested.

Required Job Skills and Experience

- Highly relational, creative, innovator, and outside the box thinker.
- Collaborative work style with proven ability to recruit and train volunteer leaders.
- Committed to and have a firm understanding of Southwood’s mission to advance the Kingdom of God within a team-based ministry in order to effectively communicate that mission both inside and outside the church.
- Excellent communications skills, both written and verbal.
- Ability to work both independently and collaboratively managing time and priorities to complete projects within deadlines.
- Excellent decision-making skills.
- Experience in ministry related to children.

Education

- Bachelor’s Degree Preferred

(To apply for this position please email derrick.harris@southwood.org and attach a resume)