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.
  o 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.
  o Actively recruit, train, encourage, and maintain healthy relationships with a team of adult volunteers to assist with all aspects of the CM.
  o 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.
  o Oversee communication/distribution of supplies and content of the children’s ministry curriculum in all CM teaching environments.
  o Oversee all assigned digital communication, social media, and webpage information to ensure accuracy and timeliness of communication.
  o Assist in compiling parent resources to aid in the discipleship of children as assigned
  o 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)