



Kidtown Director - Crieve Hall Congregation

<p>Position:</p> <p>Classification:</p> <p>Salary & Benefits:</p>	<p>Kidtown Director – Crieve Hall Congregation</p> <p>Part-time (20hr per week), Salaried</p> <p>***** per year / *****</p>
<p>Scope and Description:</p>	<p>To lead ages of children from babies through 5th grade at the Crieve Hall congregation.</p> <p>To disciple the covenant children of the congregation.</p> <p>To be an avenue for outreach to attending children’s families.</p> <p>To lead the body in seeing their vital role and responsibility in the covenant family that results in volunteer service, accountability and guidance to these children.</p>
<p>Functioning:</p>	<p>Labors under direct supervision of Crieve Hall Executive Director</p> <p>Co-labor with other staff – part-time and full-time</p>
<p>Specific Attitudes and Requirements:</p>	<ul style="list-style-type: none"> ▪ Be a committed growing Christian who is aiming toward loving others by grace and who desires to grow in a lifestyle of repentance and faith. He/she should be willing to be disciplined in the gospel. ▪ Must have gifts in the area of shepherding, leadership and teaching. ▪ Must be a self-starter but also be able to work well under authority. Should be able to deal effectively with volunteers, staff and leadership. ▪ Team player ▪ The person should be able to seek direction, confront and apologize. He/she should not normally hide mistakes or problems and should be willing to face difficulties and conflict with humility. ▪ Heart for the Kidtown ministry ▪ Relationship-builder ▪ Detail oriented ▪ Excellent communication skills with parents, staff, session and children

	<ul style="list-style-type: none"> ▪ Understands children ▪ Holds to, understands and can teach covenant theology, reformed theology.
General Responsibilities:	<ul style="list-style-type: none"> ▪ Provide strategic planning, programming, leadership and energy to ministry for babies through 5th grade. ▪ Develop interdependence with staff and key volunteers in creating the vision for this ministry area. ▪ Coordinate with staff and identified support the review and determination of curriculum with focus on covenantal/reformed theology. ▪ Develop and administrate the budget for this ministry area. ▪ Recruit, train and staff volunteers. ▪ Recruit, hire, train and oversee paid workers. ▪ Facilities and Equipment- determine needs, make purchases, and oversee maintenance. ▪ Evaluate volunteers and offer recommendations/commendations. ▪ Oversee hourly coordinators. ▪ Develop and implement policies and procedures and develop/train for emergency procedures. ▪ Communication to staff, body and volunteers concerning policy, procedures, curriculum, expectations of parents, nursery education/activity schedule, etc.
Specific Initiatives:	<ul style="list-style-type: none"> ▪ Learn about Crieve Hall community ▪ Get to know Crieve Hall families ▪ Strategize and create 5th grade curriculum/program
Term of Service:	Until employee chooses to resign or is terminated.

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