

## Risen Church

### Children's Director Job Description

Part - Time, 40 hrs/mo

Hayward, CA

<https://www.risenhayward.com/>

### Overview

Risen Church is looking to hire a Children's Director who will **champion** (advocate), **cultivate** (spiritually, emotionally, culturally, organizationally), and **lead** (follow through with detail and excellence) the RisenKids children's ministry at Risen Church, with the Triune God. The Children's Director serves as an influential part of the church while working alongside the pastors and staff, as well as the individuals who volunteer and serve on the RisenKids team.

### Who We Are

Risen Church is located in Hayward, California. As a church in the San Francisco Bay Area, we love the Bay and see it as a place of mission and a part of God's kingdom. Our vision is to share Christ's love with others and to see a community transformed by His mercy and grace. We desire to know God and to be united to His love, life, and joy. Our goal is to grow as disciples of Jesus Christ, bringing the Gospel to the surrounding community.

**Summary:** Provide spiritual, logistical, and relational leadership for Risen Church's RisenKids ministry (ages: nursery-5th grade)

### Responsibilities

#### Supervision, Teaching & Training - 70%

- Recruit, train, and supervise all Children's Ministry volunteers, including nursery and elementary class teachers and assistants; Manage schedule of volunteers and teachers via Planning Center
- Prepare and teach lessons when needed
- Perform semi-annual or annual review of curriculum effectiveness for each age range, with input from teachers and parents
- Help maintain and revise (as needed) systems for traffic/flow, ensuring that ministry space is safe, organized, and effective

- Support staff and volunteers in setting up of rooms (arrangement and materials)
- Implement safety and security safeguards to protect children, which includes coordinating background checks of volunteers and providing safety training
- Coordinate and organize activities to encourage and facilitate teamwork within Children's Ministry staff and volunteers

### **Event Coordination - 15%**

- Be present at special RisenKids events throughout the year
- Collaborate with other church leaders and support persons to plan, coordinate, and implement special events related to RisenKids throughout the year, including childcare for church-wide events as needed (Easter, Trunk or Treat, Christmas Party).

### **Administration - could be assisted (15%)**

- Restocking of Prek/K and Elem curriculum and other supplies for all classroom boxes
- Printing weekly Children's bulletin
- Communicate via Discord weekly message regarding schedule reminders, updates, and announcements
- Initiating Meal Trains for assisting families through transitions

### **Prerequisites**

- Agreement with Risen's Core Principles and Statement of Faith
- Meets the requirements of membership and continuing as a member in good standing
- Commitment to the Christian faith, with a growing relationship with Jesus Christ as evidenced by action and character
- A passion for working with children and families to grow in their faith
- Possess sensitivity to ethnic, cultural, and generational differences to establish a holistic approach to RisenKids Ministry
- Ability to speak, teach, and pray in front of large groups of adults and children
- Strong leadership and interpersonal communication skills with adults and children
- Willingness and desire to grow, listen, learn, mentor, and teach
- Flexibility and ability to adapt within a quickly-growing (i.e., changing) church environment
- Ability to exercise appropriate judgment, discretion, sensitivity, and confidentiality

### **Other Qualifications**

- Background check required; obtain and maintain infant/child CPR certification
- Bachelor's degree or higher in the field of education, biblical studies, or Christian ministries (from accredited seminary preferred)

- Minimum 2 years of ministry leadership or teaching experience within a youth or children's ministry (paid or volunteer)
- Participate in related staff meetings and the community life of our church

### **Life in Hayward, California**

Hayward is a beautiful tapestry of diversity, development, and culture. It is the fifth largest city in the Bay Area and recognized nationally for its ethno-racial and linguistic diversity. There is both a California State school and a Junior College in Hayward with over 35,000 students in attendance. Hayward has over 3,000 acres of open space and parks, attracting a growing number of families and professionals to the city and surrounding area. As with many growing cities in the Bay Area, there are many opportunities for us to partner and serve in our local community.

### **Compensation**

- \$20-25/hour

### **Benefits**

- Sick days as needed
- Inquire for additional benefits

### **Application Requirements**

To apply, please email your resume to [kids@risenhayward.com](mailto:kids@risenhayward.com).