

Riverview Church Job Description

Job Title

Riv Kids Director

Summary

Education Ministries

Understand the vision and values of Riverview and ensure the youth ministry is aligned with overall church vision and goals. Responsible to develop and implement a comprehensive program of education, evangelism, spiritual growth and service opportunities for preschool and elementary school students. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry. Responsible to evaluate and implement quality curriculum.

Childcare Ministries

Responsible for the childcare services during worship services and weekly programs and other scheduled events. Recruits, trains and oversees volunteer childcare staff. Monitors a system for child security, including the training of volunteer staff and parents to follow procedures for emergencies, check in and out, facility and equipment safety, and volunteer screening. Oversees the creation and maintenance of schedules. Oversees the orderliness and upkeep of the nursery space. Ensures that toys and other nursery equipment are age-appropriate, clean, and safe and ensures replacement as necessary. Handles concerns, questions and recommendations relating to nursery childcare.

Reports to

- Pastor who supervises the Youth Ministries.

Responsibilities

Leadership development

- Lead a growing organization and develop effective systems to accommodate growth.
- Train and coach teachers and mentors.
- Identify candidates and assist in building teams for future church plants and venues.
- Recruit and retain qualified volunteers for the kids' ministry.
- Oversee and coach large group and mentors.

Ministry Development

- Responsible to evaluate and implement quality curriculum.
- Understand and meet kids' needs both educationally and spiritually.
- Create and maintain systems that provide for the safety of all children.
- Recruit, screen and support those who volunteer in kids' ministry

Skills Needed

- Ability to collaborate graciously with other church leaders to meet overall church goals.
- Ability to communicate effectively publicly, privately and via written communication.
- Ability to set goals, establish budgets and meet deadlines.
- Effective computer skills with knowledge of Word and Excel and the ability to learn and master Shelby Systems.
- Desire and willingness to take direction from pastors.
- Ability to be entrepreneurial minded while working with limited resources.

Work Schedule

32-40 hours per week