



## JOB DESCRIPTION

<b>Job Title:</b> Children’s Director	<b>Employment Status:</b> Part-Time (25-30 hours weekly)
<b>Department:</b> NexGen Children’s Ministry	<b>FLSA Status:</b>
<b>Reports to:</b> Executive Pastor Ryan Styre	<b>Supervises:</b> NexGen Children’s Ministry

### Mission:

**The mission of The Road @ Chapel Hills is to bring a kingdom revolution to the Rockies.**

### General Description: Children’s Ministry Director

Leadership over the Children’s Ministry (Newborn through 6<sup>th</sup> Grade) at The Road @ Chapel Hills. This position would begin part-time (approx. 25-30 hours) and has the potential to become a full-time director or pastor role.

### Education, Experience, Qualifications:

- Experienced working with children
- Experienced leading a team
- Good communication skills
- Experience recruiting and working with volunteers
- Vision-casting and creative
- Good response-time, service-oriented
- Able to problem solve, think critically and apply solutions
- Problemsolve issues quickly

### Core Responsibilities:

- Overseeing NexGen, NexGen Jr., and check-in
- Strong administration and connection with team. Ensuring each team member is doing their job.
- Meeting with pastors
- Oversees budget for ministry and tracking receipts on PEX ministry credit card
- High Priority of ability to enlist the parents involvement in the CM (recruiting)
- Integrating new servant leaders
- Communication with room captains
- Working to strengthen parents to empower their own kids (we only have the children 90 minutes out of the week)
- Creative messaging for Children (costumes, props, etc)
- Training teachers
- Meeting new families

- Must be innovative in new ways to teach. Activities need to be constantly changing to keep the classes interesting
- Overseeing volunteer paperwork, background checks and administration for volunteers
- Safety, safety, safety with the kids. Cameras, security, protection of the children & workers, etc.
- Decide upon a strong biblical curriculum
- Ordering supplies
- Filling in for servant leader absences
- Planning team rallies
- Servant leader appreciation gifts (weekly)
- Lead prayer meetings before both services
- At the beginning of each service, checking on each room for needs and problems
- Engage with the different classes by walking around and seeing how each class is doing. Making sure the teachers are doing a good job.
- Roadmap (newcomers' lunch) childcare scheduling
- Roadmap (newcomers' lunch) introduction and overview of NexGen

Physical requirements to perform this job:

- Ability to be active with children

Apply:

Submit resume to Brea Ming at [brea@theroad.org](mailto:brea@theroad.org).