



## **Job Description:**

# **Downtown Kids Director**

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### **General Position Description**

The Downtown Kids Director will be responsible for oversight of the Downtown Campus Kids Ministry at Harris Creek. This will be accomplished by creating excellent Sunday morning worship experiences for kids and families as well as recruiting and developing volunteers.

### **Organizational Status**

This is a part-time position that reports directly to the Downtown Campus Pastor.

### **Working Relationships**

Work directly with the Downtown Campus Pastor and Sunwest Campus Kids Ministry Team, alongside other Harris Creek staff members, and lead key volunteers in all areas of Downtown Kids Ministry execution.

### **Roles and Responsibilities**

#### ***Discipleship/Equipping/Leadership***

- o Manage and oversee all aspects of the Downtown Campus Kids Ministry.

- o Regularly evaluate and adjust programs, events, and environments to ensure theological soundness and fit with mission and vision of church.
- o Research or develop and implement curriculum and materials for Kids Ministry programs and events.
- o Project and maintain ministry budget.
- o Manage and drive promotion, kickoff, and all other special events and programs.
- o Oversee, maintain, and communicate safety and security plans including volunteer screening and check-in procedures for the Downtown Campus.
- o Maintain open lines of communication with volunteers, parents and others about programs and events in the Kids Ministry.
- o Invest, evaluate, and lead the Downtown Kids Ministry volunteer teams for both the Create (preschool) and Navigate (elementary) ministries.
- o Work alongside the Sunwest Campus Kids Ministry team to ensure that the overall philosophy and goals of the Harris Creek Kids Ministry are the same.
- o Develop and implement appropriate training for Kids Ministry volunteers on a regular basis each year.
- o Assist the rest of the Downtown Campus staff with the planning/execution of corporate events (Easter, Community Day, etc.)

### **Pastoral Care** □

Provide pastoral care as assigned by the Worship and Care Pastor and/or Campus Pastor.

- Alongside the other pastoral staff, provide pastoral care to children and their families, volunteers, and others in the congregation as necessary.

### **Qualifications and Requirements** □

- A passionate love for the Lord, people and a desire to serve in local church-wide ministry
- Sound and deep biblical theology and a philosophy of ministry that is consistent with the views of Harris □Creek
- University undergraduate degree
- Individual must possess proven leadership and management with a high skill and competency level □demonstrated □
- Ability to lead and motivate diverse groups of people – volunteers, employees, peers, leadership and □ministry associates □
- In step with the future direction of Harris Creek with regards to mission, vision, and strategy □
- Exhibit excellent written, verbal, and interpersonal communication skills □
- Must display a strong work ethic along with a healthy work/life balance □

### **Application Process** □

Please send your résumé to [jobs@harriscreek.org](mailto:jobs@harriscreek.org). We will respond within 48 hours letting you know we have received your résumé. Candidates will be contacted within three weeks to schedule an interview.