

**GRANITE SPRINGS CHURCH**  
**DIRECTOR OF CHILDREN'S MINISTRY (Part-Time)**  
**Job Description**

Granite Springs Church seeks a part-time Director of Children's Ministry to oversee and coordinate all aspects of Children's Ministry, fostering a formative, welcoming and engaging environment for children and families.

**SUMMARY OF DUTIES:** The Director of Children's Ministry is responsible for the overall operation of the children's ministry, including curating and developing curriculum and formation practices, engaging with families, managing volunteers and coordinating key events.

**KEY OVERSIGHT AREAS:**

**1. Curriculum & Formation Practices Curation & Development**

- Create engaging and age-appropriate weekly lesson plans and proactively communicate helpful resources and reminders to our valued teaching team.
- Collaborate in maintaining clean, organized, and welcoming classroom environments that foster a positive and engaging learning experience for children.
- Ensure timely communication and provide necessary lesson materials to our "Busy Builders" team members to facilitate effective craft preparation.

**2. Volunteer Leadership & Development**

- Lead the recruitment, onboarding, and training of dedicated volunteers on effective lesson delivery, positive child engagement techniques and best practices for child safety.
- Coordinate volunteer schedules for Sunday morning services and various large family events, ensuring appropriate staffing levels.
- Assist in the diligent tracking of volunteer background checks, ensuring a safe environment for all.
- Proactively engage with volunteers and families through meetings, informal interactions, and other opportunities to cultivate strong, supportive relationships within the ministry.

**3. Family Engagement & Events**

- Send out a monthly Newsletter to keep parents informed of events and opportunities to connect Sunday mornings with home faith practices..
- Oversee the planning and execution of annual summer Music Camp.
- Plan and implement a variety of family-oriented outreach events, including Parents' Nights Out, Bingo Gatherings, Movie Nights and more (on average, one event per month).
- Organize welcoming family picnics, held approximately monthly after church services, to encourage fellowship and connection.

- In partnership with the pastoral staff, reach out with care and support to families who have been absent from church for a period, offering connection and assistance as needed.

#### **4. Administrative Support**

- Coordinate the weekly "Call to Worship" participation with families.
- Help maintain accurate and current family information within our Planning Center database.

**REQUIRED QUALIFICATIONS:** The successful candidate shall:

- Have an authentic relationship with Jesus Christ as Savior and Lord.
- Be able to shepherd volunteers and motivate volunteers in their ministry.
- Be committed to Granite Springs vision, style, leadership, and people.
- Be highly organized and detail-oriented, dependable, flexible, self-motivated and have a willing spirit.
- Be technically proficient in a variety of areas, including (but not limited to): Google Workspace, Microsoft Word, Microsoft PowerPoint, both Mac and Windows platforms, online platforms including CRM-type databases, copier/printers/scanners.
- Have excellent problem-solving skills and the ability to collaborate with multiple people in implementing solutions.
- Be conscientious and able to work independently (unsupervised).
- Have excellent communication skills, and the ability to get along with others.
- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Have some flexibility in availability to accommodate the schedule of church activities as needed.

**WAGES AND APPROXIMATE HOURS:** This position is a 20-hour/week part-time position. There may be some additional hours at different times depending on special events.