

JOB DESCRIPTION

Job Title: Elementary Kids Director

Position reports to: Global Family Ministries Director

Department: Family Ministries

Level: Full time

Date Prepared: 12/2024

I. **Purpose of the Job:**

Be the creative visionary and leader, fostering a vibrant atmosphere of dynamic discipleship and evangelism at Citygate Church. You'll oversee all aspects of Citygate Kids-Elementary, Check-in, and Crew Kids Care focused on shaping an inspiring and life-giving journey for children, parents, and the entire Citygate Kids crew.

II. **Essential Functions and Responsibilities:**

● **Weekly Responsibilities (before Sunday)**

- Ensure timely communication to families and crew members received within the Citygate Kids department
- Ensure that all staffing is effectively secured for the month
- Provide vision and messaging to ensure proper communication to all campus Kids Crew and families
- Provide oversight to the onboarding process
- Cast vision for enhancing the Sunday experience and upcoming events
- Be aware of trends and patterns with new families and kids attendance
- Maintain weekly reporting to Family Ministries Director with any pressing or urgent matters and new ideas
- Oversee department processes and systems to ensure quality assurance and scalability
- Budget development and management with Citygate Kids Team
- Maintain a strong awareness and knowledge of all ongoing projects and activities within Citygate Kids
- Ensure the Elementary Kids department is Sunday ready (printouts, crafts, lesson, room prep etc.)
- Develop and oversee implementation of policies and enforce compliance.
- Develop integrated training processes for the entire Kids department and Kids Crew
- Lead and build teams to execute all aspects of children's ministry for weekend services.
- Recruit, develop and train high quality leaders for staff and Crew roles to serve in Kids.
- Consistent communication with key leaders and parents.
- Make it a priority to develop a healthy community among parents and equip parents for discipleship.
- Help develop and maintain all security standards.
- Track growth for future development.
- Oversee the Sunday experience for all elementary children.
- Ensure the approved and provided curriculum is being carried out in each class with excellence and creativity
- Lead department meetings and empower Crew Leaders to fulfill their unique roles

- **Sunday Responsibilities**
 - Confirm the Service Lead is ensuring the success of the Sunday experience
 - Connecting with Crew Leaders, Crew members and Citygate families
 - Report out experience and event metrics routinely
 - Prepare service leads to cast vision and generate excitement for the day
 - Serve as a Culture Carrier
- **Monthly Responsibilities .**
 - Create a monthly serve and mtg schedule for the department.
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Nominate and celebrate Crew Leaders and members monthly
- **Special Events Responsibilities**
 - Ensure child care is provided for special events for your specific campus
 - Provide direction and vision to support and help with execution of events
 - Project Management

III. **Experience and Knowledge Required:**

- Valid Driver's license
- High School diploma or equivalent
- 1-2 years of leadership experience
- Excellent verbal and written communication skills as well as time management
- Superior interpersonal skills working with a variety of people from Crew members to parents to kids.
- Must be able to lift 10 lbs
- The ability to think and act independently with a high degree of professionalism, discretion, and confidentiality
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must possess basic computer skills
- High proficiency in Microsoft Office, Google Drive, Planning Center and Rock RMS preferred.
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Ability to follow detailed instructions, complete tasks and the ability to supervise multiple projects effectively
- Ability to maintain good attitude in difficult situations and must be able to work under pressure
- Experience with problem solving
- Exceptional organizational skills with a particular emphasis on follow through and attention to detail
- Ability to create, analyze and maintain project budgets
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Experience in communicating the Gospel through various means to children at various ages.
- Ability to articulate and implement the vision of Citygate Church.
- Demonstrated understanding and commitment to working in culturally diverse settings

V. **Core Values in Daily Life:**

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.

- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____