



Third City Kids Position Description

Position: TC Kids Director

Reports To: Lead Kids Minister

Average Hours/Week: Full Time

Salary: TBD

Position Summary

The purpose of Third City Kids is to bring truth and love to the next generation of the Church. The TC KIDS Director will primarily focus on the spiritual growth and development of TC KIDS for our Sun/Wed programs (Groove/Shine/Rooted Kids). This includes team leadership in the areas of helping recruit and lead volunteers, classroom-ministry management, operational management needed to ensure successful and constantly improving midweek/weekend services and events.

This position is a “champion” for Children’s ministry church-wide, but has an emphasis in either 1st-5th Grade, PreK, and/or both. This is a ‘leader of leaders’ position on both a staff and a volunteer level.

Essential Job Functions

Leadership

- Recruit and invest in volunteers for TC KIDS.
- Complete goals in relation to volunteer growth.
- Build and initiate life-changing relationships with kids and their parents, with a consistent focus and reaching the lost.
- Keep Third City’s Mission of “Love Unlimited” at the forefront of TC KIDS plans and efforts.
- Help develop a ministry leadership team of adults that includes both ‘core’ leaders and opportunities for any adult to serve the next generation.
- Ensure that ministry communication is effective at all levels: among the team, with kids, with parents, with volunteers and with all TC KIDS ministries. This includes events, initiatives, and pertinent trainings.
- Work with Element and TC KIDS staff, develop and execute a strategy for partnering well with Third City families to raise Kingdom-minded Christ-followers.

Vision Implementation

- Create and execute goals with the direction of the Lead Kids Director to ensure excellence in weekly programming.
- Weekly Services: Oversee TC KIDS Sun/Wed areas and implement the midweek/weekend services programming as prescribed by the Lead Kids Minister.
- Special Events: Work with other TCCC staff to execute special events including, but not limited to: Camps, Easter Jam, Baby Dedication, VBS, outreach events, etc.
- Help provide tools and resources to parents that will help them lead their children spiritually.
- Research best practices for KidMin.

Administration

- Help schedule and communicate to volunteers for weekly services and events in all TC KIDS - Sun/Wed programs areas.
- Ensure that safety and security policies and systems are implemented and followed.
- Ensure rooms, supplies, and check-in stations are prepped for weekly services and events.
- Work with the Lead Kids Director and TC-Sun/Wed Team to help prepare budget.
- Create and Prep weekly lesson plans and communicate to scheduled Volunteers.
- Float around classrooms during weekly programming to check for efficiency and needs, as needed.

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Minimum Qualifications

Character and Chemistry

- A leader of leaders
- A passion for reaching the lost
- Personal integrity in all areas of life
- Will be an active member of TCCC
- Regularly attends worship services with their family
- Is an active participant in a small group
- Is supportive of TCCC with their tithes and offerings

Competency

- Others Focused – is dedicated to meeting reasonable expectations of people inside and outside our church.
- Interpersonal Skills – relates well to all kinds of people and builds effective relationships, communicates effectively both interpersonally and corporately.
- Team Builder - shows the ability to identify gifts in others and equip them to lead teams and programs.
- Self-Development – Committed learner, seeks constructive criticism, understands their own strengths and weaknesses.
- Drive for Results – Strives for results in themselves and the people they lead. Is action-oriented and displays focus, passion & initiative. Is action-oriented when something needs to be done.
- Conflict Management Skills – Manages disagreements collaboratively and builds consensus, keeping the best interests of TCCC in mind above their own interest.
- Administrative Skills – is able to sustain an organized process, prioritize and multi-task effectively while sustaining a high level of attention to detail.
- Adaptability – is able to quickly respond in a fast-changing ministry environment with confidence and grace.

Education and Experience

- A degree pertaining to education, family development or ministry is preferred. Proven experience in the area of kids ministry will also be considered.
- Minimum 2 years of experience working with children and volunteers.
- Working knowledge of the processes and procedures of a church is preferred.
- Ability to use (or willingness to learn) technology for volunteer check-in and information, recruiting, communication, and attendance tracking.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Third City Christian Church reserves the right to revise any aspect of this ministry position description.