

**Position:** Kids Place Director  
**Department:** North Bay  
**Wage:** \$12.50/hour  
**Combined Schedule:** Flex TBD

**Reports To:** Discipleship Pastor  
**Exemption Status:** Non Exempt  
**Hours:** 10 hours/week.

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**Summary of Duties**

To grow and sustain a children's ministry culture of discipleship and leadership development. To develop and maintain environments where kids experience belonging – placing high value on safety, fun, and relational discipleship that helps propel children and families towards Christ. To effectively resource and empower parents in the spiritual development of their children with the partnership and support of the Kid's Place team.

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**Essential Functions**

- Identify, train, and support Kids Place volunteers.
  - Plan meetings, gatherings, and events to build team connection and focus.
- Assess and ensure child safety in coordination with other North Bay staff and teams.
- Direct Kids Place programming, curriculum, and budget.
- Coordinate volunteer schedule and Kid's Place calendar.
- Oversee Kids Place Check-In team.
- Oversee the check-out system and follow up with new families.
- Strategically collaborate with other ministries areas such as:
  - Students/Young Adults, Adult Small Groups, Other CTK Kids Ministry Leadership, etc.
- Attend monthly staff meeting.
- Meet weekly or bi-weekly with Discipleship Pastor.

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**Knowledge, Skills, and Abilities Required**

- Models and leads others into healthy discipleship.
- Excellent ability to develop teams.
- Great communication/coordination skills.
- Understanding of child development and spiritual formation.
- Demonstrates high initiative, intentionality, and interpersonal connection with all ages.
- Experience working with kids ministry and generational diversity.

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**Competencies to Be Developed**

- Empowerment
- Communication
- Process Development

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**Employee Acknowledgement**

I understand and agree with the above job requirements and responsibilities.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_