

Northridge United Methodist Church
9650 Reseda Blvd., Northridge, CA 91324

Job Description: Director of Children's Ministries
Part time – Non-Exempt – At Will

General Description: The Director of Children's Ministries (Director) is a part time position (12–20 hours on average) responsible for recruiting leaders, designing, supervising and coordinating the following ministries/ programs:

1. Weekly Children's Sunday School (Nursery through fifth grade)
2. Children's summer ministries including Vacation Bible School
3. Ministries to families with children
4. Special worship events for children: Christmas Eve and Easter
5. Other ministries related to children as requested by the Pastor

Specific Knowledge & Skill: The Director shall possess the following knowledge, skills and abilities:

1. Leadership: ability to recruit, train, support, encourage, and coordinate the work of adults working with children.
2. Coordination: ability to work with other staff and other programs to interface the children's ministry into the whole church program.
3. Teaching: ability to analyze, select, distribute, train, and support teachers, in the use of appropriate curriculum, and meet educational goals for children.
4. Safety: Ensure the safety of children, using appropriate materials, room designs, equipment, and staffing using only teachers who have met the Safe Sanctuaries and other NUMC guidelines.
5. Administration:
 - a. Legal: File and keep appropriate forms for children's ministries
 - b. Financial: Work within a budget; keep track of spending, order appropriate supplies and curriculum.

6. Be a Christian and possess a basic knowledge of the teachings of the United Methodist Church.

Education: The Director shall have the following educational background:

1. Prefer a bachelor's degree and completion of some early childhood educational courses.
2. A sound understanding of the Christian faith and the Church.

Experience: The Director shall have at least two years of experience working with children in a volunteer or paid position.

Reporting Responsibility: The Director reports to the Pastor. Support and evaluation will be under the guidance of the Staff Parish Relations Committee.

Employee's Responsibilities: The Director's specific responsibilities include but are not limited to:

1. Recruit train, support, encourage, and coordinate Sunday School teachers, assistants, and aides for each class
2. Plan and implement Children's Sunday School program
3. Supervise the work of the Sunday School Superintendent
4. Purchase or develop appropriate curriculum for all classes and programs for children
5. Develop and lead a Children's Ministry Council to assist and advise in the Children's ministry
6. Plan and implement a Summer Children's Ministry program (such as a Vacation Bible School)
7. Fully coordinate the work of Children's Ministry into the whole church program
8. Supervise nursery and childcare providers for church programs
9. Faithfully and effectively protect from harm all persons placed in the charge of the Director. To this end, the Director will understand and follow all policies and procedures of the church, including the Safe Sanctuaries policy.
10. Other areas of Children's related work as assigned by the Pastor

At-Will/Non Exempt Position: This is a part time, "at will", non-exempt position. The church or employee may terminate this employment at any time, or for any reason consistent with applicable state or federal law.

Application Process:

Applicants should apply in person at the church office (address above) between 9 and 4 Monday through Thursday, and 9 to noon on Friday. Bring a resume, list of references, and be prepared to fill out an application.