

CHRIST'S CHURCH OF THE VALLEY	Management System – Job Description	
	OP6001-F008 Director of Valley Kids	Revision: C
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General Description

The Director of Valley Kids is responsible for all aspects of ensuring the spiritual growth and development of children ages birth through 6th grade. This includes leadership of weekend classes, a mid-week preschool program (programming, curriculum selection, teaching, classroom management, etc.) and periodic special events for children.

Essential Job Functions

1. Lead a team of paid staff and volunteers in the creation and operation of a children's ministry, including weekend services, a mid-week preschool program and routine special events.
2. Regularly select and/or develop curriculum for a children's Christian education program that is part of the church's weekend service schedule and weekly preschool program.
3. Implement children's registration, classroom management, and security policies/practices in support of weekend services, a preschool program, and periodic special events.
4. Direct the recruitment, training, and development of volunteers as needed to staff children's ministry classrooms and special events.
5. Cast vision for, lead teach, and program the church's annual Kids' Camp outreach event including music selection, development of messages/teaching, and utilization of games and other artistic elements in the inspiration of children in learning about God.
6. Design, plan, and conduct periodic child dedication services as required meeting the needs and expectations of families attending CCV.
7. Develop an annual budget for children's ministries and manage spending to budget.
8. Function as a member of CCV's pastoral staff performing baptism services, weddings, funerals, etc. as part of a rotation schedule.
9. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 5 to 7 years experience as a staff member in a children's ministry leadership capacity. Possession of a teaching or related degree is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children about God, and have the ability to administrate as a department head. A working knowledge of creative programming related to children's classes and special events is a real plus.

Position Structure and Level

Grade: TBD

Reporting: This position reports to the Executive Pastor.

Organization: This position is part of CCV's senior leadership team, the Senior Staff.