

JOB DESCRIPTION

POSITION: Assistant Director of Children's Ministries at The Portico Campus

REPORTS TO: The Portico Campus Clergy and Director of Children's Ministries

STATUS: Part Time – 10 hours/week

RESPONSIBILITIES:

Assistant Director of Children's Ministries at The Portico Campus shall be responsible for the overall process by which we fulfill our mission of Making God's Love Real in the lives of children and families by transforming lives, creating Christian community and healing the city and the world. The primary goals are to help our children grow in belief and action as Disciples of Christ.

The Assistant Director's tasks shall be to:

1. Oversee the children's ministries for The Portico campus on Sunday evenings and any mid-week evenings.
2. Consistent, ongoing communication and collaboration with The Portico Nursery team, The Portico campus staff and Children's Ministries staff to ensure successful programming at The Portico.
3. Work with the leadership team to lead, recruit, equip, organize, appreciate and spiritually support lay persons who are called to use their gifts in ministry with children.
4. Communicate the vision, goals and benchmarks to volunteer staff, participants and parents and evaluate progress toward those goals.
5. Evaluate resource needs and recommend actions to maintain and improve these items.
6. Serve on Sunday evenings and mid-week evenings as needed with the goal of being a coach to lay persons in this role.
7. Communicate with parents of children as necessary to resolve any behavioral issues or address any special needs.
8. Collaborate with the Children's Ministries Staff and The Portico campus staff to plan ministries for church-wide special events (SERVE days, Family Fun Nights, Vacation Bible School, etc.) and holidays, such as Christmas and Easter.
9. Serve on the Children's Ministries Leadership Team, participate in weekly staff meetings for The Portico and monthly children's ministry staff meetings.
10. Assist in facilitating on-going child protection training to volunteers and paid staff and assist in conducting reference checks for volunteers.

11. Assist The Portico campus staff and the Director of Children's Ministries as needed.

Ideal Qualifications:

1. Background in Childhood Education and Development.
2. Genuine love for children. Has fun with children and enjoys being with them!
3. A passion to assist young children and families in walking the discipleship pathway by helping them to grow in the practices of prayer, scripture reflection, worship, small group community, giving, inviting and serving.
4. The ability to teach children in a large group and small group setting.
5. High-level time management and organizational skills. The ability to focus, prioritize and be accountable for responsibilities.
6. Above average computer/technical skills and/or a desire to learn and grow in this area.
7. Must successfully pass criminal background and reference checks. (REQUIRED)

Personal Characteristics:

1. A Christ-centered, Biblically-rooted, warm-hearted faith in Christ which expresses itself in loving, joyful, healthy relationships with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion to draw uncommitted persons into a living relationship with Jesus Christ.
3. An excitement and commitment to the mission and vision of Hyde Park United Methodist Church.
4. A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
5. A team-player who works well with other members of the church staff and who has proven effectiveness in working with volunteers. Someone who is also a self-starter, self-motivated.
6. Personal commitment to the spiritual heritage, doctrine, and Social Principles of the United Methodist Church.
7. Evidence of Christian character evidenced by weekly worship, life of prayer, spiritual discipline, tithing, and participation in the life of the church.

8. A flexible, positive personality. Able to communicate and work effectively with children, adult volunteers, church staff and parents.
9. A sense of humor and ability not to take him/herself too seriously.
10. High energy level for the demands of a growing ministry.