



Associate Director – Children’s Ministry

Early Childhood

OPEN

Position Type: Exempt
Category: Regular, Full-time position
Classification: Category D
Reports to: Director of Children’s Ministry

Ministry Objective

The Associate Director of Children’s Ministry is responsible for the development and implementation of Christian formation through the stages of faith for children from Infants to PreK and to work with the staff as a team to integrate the vision and mission of BUMC Children’s Ministry.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ministry Responsibilities

DEPARTMENT DUTIES

- Create and manage environments, activities, and programming that will facilitate learning and encourage spiritual growth
- Work collaboratively with staff and volunteers by setting goals and themes for faith formation
- Evaluate curriculum, objectives, and program implementation for ongoing faith formation ministries

Pre-K & Kindergarten Area:

- Provide leadership and vision for planning and implementing Wonder of Worship
- Recruit, manage, train, and communicate weekly with Sunday School and Wonder of Worship volunteers
- Work collaboratively on special events throughout the year such as Vacation Bible School, Advent Wreath event, etc.
- Attend weekly and monthly staff meetings as well as L3 team meetings

Nursery & Childcare Area:

- Organize classroom structure according to age-levels
 - Running reports of birthdays and attendance percentages
 - Sending emails to parents of move-ups
- Recruit and oversee volunteers and paid staff for nursery rooms on Sundays and for other church events as requested
- Train Nursery Staff (new move-up procedures and other nursery policies)
- Organize and maintaining Nursery Staff files
 - Background checks of new 18-year-old staff
 - Safe Sanctuary re-certification
 - CPR certification and re-certification
- Implement the church’s Safe Sanctuary policy as it relates to Nursery Staff and children
- Coordinate cleaning and maintaining of the nursery rooms and equipment
- Manage the nursery side of the Connection Desk on Sunday mornings providing hospitality to parents and visitors and assigning children to the appropriate rooms
- Responsible for stocking and purchasing supplies for nursery
- Prepare the nursery area for Sunday mornings
- Provide nursery attendance count for records
- Prepare and make available visitor packets first time visitors
- Document new calendar events for childcare

ADMINISTRATIVE & FINANCIAL DUTIES

- Oversee and manage the budget for assigned ministry areas and age=levels
- Work with the Communications Team and Children's Ministry staff to design and manage Children's Ministry webpages, promotion for special events and Milestones, and other publicity items as needed
- Send out weekly and monthly communication from the Children's Ministry staff regarding upcoming events and programs to parents of infant to kindergarten-aged children
- Maintain background checks and Safe Sanctuary training for all volunteers
- Maintain the resource rooms which contain supplies, games, curriculum, Bibles, etc.

Competencies

- High level of competency in Microsoft Office software and other web-based with ability to learn computer programs quickly and use them proficiently (e.g., Arena church management system, event scheduling & registration software, and calendaring software)
- Understanding basic finance and budgeting processes
- Effective written and verbal communication skills
- Effective at communicating with children, families, volunteers, and staff
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Bachelor's degree in early childhood education or related field required
- Two (2) – Three (3) years' experience in education or child development
- Two (2) – Three (3) years' experience working or volunteering in a medium or large church setting
- Theological understanding of Methodism; seminary trained or equivalent years of experience working in ministry setting preferred

Supervisory Responsibility

This position supervises the paid and volunteer nursery workers as well as other children's ministry volunteers for assigned ministry areas and projects.

Work Environment

The work environment for this position is two-fold: it operates in a professional office environment and also in a church childcare-like setting.

Physical Demands

While performing the duties of this job, the employee will be in an office and childcare-like environment. Position is a combination of sedentary and active interaction with children. It requires person to talk, hear, stand, walk, sit, bend, stoop, reach, and occasionally sit on the floor. Employee lifts children and/or items up to 30 pounds.

Expected Hours of Work

Days and hours of work are Sunday - Thursday, 40 hours per week. Position requires Sunday and Wednesday evening hours during school calendar year and additional evening and weekend hours for certain events and projects.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

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 of personnel so classified.