

Mission Church - Job Description

BASIC IDENTIFICATION: Preschool and Elementary Director

POSITION REPORTS TO: Family Pastor

TIME REQUIREMENTS: Full Time

GENERAL SUMMARY:

The Preschool and Elementary Director is responsible for providing direction and leadership for the Preschool and Elementary ministries while positioning the ministry to align with the overall mission, vision and values of Mission Church.

ESSENTIAL COMPETENCIES/DUTIES:

- Demonstrates a clear passion for creativity, excellence, and innovation in Kids Ministry.
- Builds and maintains healthy, trusting relationships with volunteers, staff, children, and families.
- Collaborates with the Kids Ministry team to plan, troubleshoot, and execute ministry strategies.
- Reviews and oversees all Kids Ministry curriculum and programming to ensure alignment with the gospel-centered beliefs and mission of Mission Church.
- Actively assesses and manages developmental and relational handoffs between Nursery & Preschool, Preschool & Elementary, and Elementary & Student Ministry.
- Oversees the recruitment, training, development, and leadership of volunteer teams.
- Identifies, equips, and develops future leaders within the volunteer team through intentional responsibility, coaching, and feedback.
- Partners with parents by providing resources, communication, and support for discipleship in the home.
- Equips leaders to care for and appropriately counsel children and parents, stepping in when necessary.
- Oversees the planning, preparation, and distribution of Kids Ministry curriculum and resources.
- Manages administrative responsibilities including attendance tracking, small group organization, reports, and scheduling.
- Oversees ministry resources including equipment, curriculum, supplies, and storage areas.
- Ensures Kids Ministry environments are safe, welcoming, and secure for children and volunteers.
- Works collaboratively with the Kids Ministry team to plan and execute special events, serve projects, and seasonal programming.
- Oversees and leads Kids Ministry operations at the assigned campus on Sundays.
- Demonstrates computer proficiency, including ProPresenter, F1, Microsoft Office, and social media platforms.
- Performs other duties as assigned.

QUALIFICATIONS:

- Associate's or Bachelor's degree in Children's Ministry or a related field or a minimum of 3 years of experience leading children in a ministry context.
- A self-motivated leader capable of managing responsibilities independently while effectively leading others.
- Demonstrates cultural awareness of children and families and responds in relevant, gospel-centered ways.
- Proven ability to lead, teach, and care for children and adults with both grace and truth.
- Demonstrated ability to resolve conflict with peers, supervisors, and volunteers in a healthy, biblical manner.
- Values volunteer recruitment, development, and multiplication as a core ministry priority.
- Ability to anticipate challenges and initiate clear, timely, and thoughtful solutions.
- Able to work nontraditional hours, including Sunday mornings and occasional weekday evenings.
- Maintains confidentiality and handles sensitive information with discretion.
- Proven ability to manage multiple responsibilities and priorities effectively.

BASIC PERSONAL RESPONSIBILITIES:

- Being a committed member of Mission Church, aligned with its mission, values, and leadership.
- Models a growing relationship with Jesus and a lifestyle consistent with the gospel.
- Practices humility, integrity, and dependability in all ministry and personal conduct.
- Demonstrates a love for families, children, and volunteers.
- Adhere to and encompass the qualities and characteristics required of Mission Church employees, as defined by the Policies and Procedures Handbook.
- Uphold Biblical priorities in life:
 - Growing personal relationship with Christ
 - Relationship with spouse (if married)
 - Relationship with children (if applicable)
 - Purpose in life/ministry