



JOB DESCRIPTION

Title: Kids Director
Department: Formation/Family Ministry
Reports To: Family Ministry Lead
Pay Status: Salaried
Exemption Status: Exempt

General Summary and Objective: The Kids Director will help people Live and Love Like Jesus by overseeing the vision, strategy, and operational leadership of the Kids Ministry for infants through 5th grade. This individual will foster a Christ-centered, safe, and engaging environment where children can grow in their faith, build relationships, and develop a biblical foundation. The Director will equip and empower a dynamic volunteer team, ensure quality programming, and work collaboratively with the broader church staff to help children and families Live and Love Like Jesus.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Leadership and Vision
 - Identify and implement age-appropriate curriculum for Kids Church that aligns with the mission, vision, and core beliefs of the church.
 - Regularly evaluate and adjust programming to ensure it is effective and aligned with CCC vision outcomes
 - Provide leadership and direction for the Kids Ministry team, including staff and volunteers, with a focus on their growth and development.
 - Ensure the ministry consistently promotes a Christ-centered, relational, and welcoming environment for children and their families.
 - Maintain updates to the Crossroads Kids Leader Handbook.
 - Lead the Crossroads Kids staff team, ensuring vision alignment and continuity of programming from birth through 5th grade
 - Serve as supervisor for the Associate Kids Director and Kids Club Coordinator (staff positions)
- Volunteer Management and Development
 - Recruit, train, and equip volunteers for various ministry roles, including large group teachers, small group leaders, event coordinators, and administrative support.
 - Foster a strong culture of volunteer engagement, appreciation, and spiritual development.
 - Regularly provide feedback, encouragement, and support to ensure a high level of volunteer satisfaction and retention.
 - Schedule and coordinate volunteer teams, ensuring adequate coverage for all programs and events.
- Programming and Curriculum

- Oversee the development and execution of all kids ministry programming, including weekly services, special events, and seasonal activities (Kids Camp, Camp Alive, Dedication Sunday, Crossroads Kids Baptism Course, family events, kids retreat, etc.)
- Ensure that the curriculum used is Biblically sound, engaging, and age-appropriate, and adjust as needed to meet the needs of the children
- Work closely and collaboratively with the Family Ministry Team to ensure continuity in ministry programming and spiritual formation efforts between stages of development.
- Maintain an engaging, safe, and structured environment where children can grow in their faith, build relationships, and develop a biblical foundation.
- **Shepherding and Care**
 - Develop and execute a shepherding and care plan for Crossroads Kids leaders and families
 - Provide spiritual support and care for kids and families
 - Oversee first-time guest follow-up process
- **Safety and Compliance**
 - Implement and uphold policies for the safety and security of children in the ministry, including background checks for all volunteers and adherence to best practices in child protection.
 - Ensure the physical spaces used for Kids Ministry are clean, safe, and conducive to learning and play.
 - Maintain accurate records of volunteers, child attendance, and incidents.
- **Family Engagement and Communication**
 - Cultivate strong relationships with parents, encouraging them to take an active role in their children's spiritual development
 - Communicate regularly with parents through newsletters, social media, and other means to keep them informed of upcoming events, key programming changes, and ministry updates.
 - Provide resources and support to parents to equip them in fostering faith at home.
- **Budget and Resource Management**
 - Develop and manage the budget for Kids Ministry, ensuring resources are allocated efficiently to support programming needs
 - Oversee the purchase and use of curriculum, supplies, and other materials for Kids Ministry
 - Build and nurture collaborative relationships with ministry partners that utilize shared spaces for programming (MMO, Kids Club, ECS).

Additional Responsibilities:

- Attend and support official events of the church
- Support and assist Family Ministry team members as needed and able
- Build and cultivate relationships with Crossroads staff and related agencies relevant to ongoing kingdom advancement and strategic planning
- Serve on the Congregational Care/On-Call rotation
- Perform other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Heart for Kids Ministry and a desire to see kids grow in their faith
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Demonstrated capacity to lead and administrate
- Experience building, shepherding, and leading volunteer teams
- Administrative skills and attention to details
- Excellent communication skills, both verbal and written, with the ability to connect with children, parents, and staff
- Bachelor's degree in related field preferred.
- A minimum of 3-5 years of experience working with children preferred (teaching, kids ministry, etc.)
- Ability to exercise pastoral skills and sensitivity in encounters with church members and friends

Work Environment

This job operates in a professional office environment and various ministry settings (Crossroads Kids classrooms, Student Theater, camp, etc.)

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, hold infants and toddlers, and interact with children for extended periods. The employee must be able to lift up to 25 pounds and handle the physical demands of setting up and breaking down event spaces for Kids Ministry activities.

Position Type/Expected Hours of Work (examples below)

This is a full-time (40 hours/week), salaried, exempt position, which requires regular weekend responsibilities and occasional evening responsibilities to manage programming, events, and volunteer teams. Flexibility in hours may be required for ministry needs, including seasonal events, holiday services, or special activities.

A typical work week is Monday-Thursday, 8:00 AM–5:00 PM and Sunday, 7:30 AM–1:00 PM.

Travel

This position will require occasional traveling for conferences, retreats, and camps.

Created: February 7, 2025

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.