**Position Title:** Journey Kids Ministry Location Director
**Position Type:** Full-Time / Salaried / Exempt
**Ministry:** Lone Tree Location & Kids Ministry
**Reports To:** Location Pastor

***Purpose of Role***

The full-time Journey Kids Ministry Director leads Journey Kids Ministry for children from birth through 5th grade. The role implements and strengthens Journey Kids Ministry in alignment with the mission and priorities of Journey Church in collaboration with the Location Pastor, location team, and the Central Kids Pastor.

***Primary Tasks***

- ➔ Implements the vision, strategy, culture and standards established by the Central Kids Pastor for Journey Kids at the location.
- ➔ Oversees Sunday Kids Ministry programming, ensuring safe, welcoming, organized, and spiritually meaningful environments for children and families.
- ➔ Recruits, onboards, and trains new Serve Team Members and provides ongoing support and development in alignment with ministry-wide training standards.
- ➔ Builds intentional relationships with children and families through personal interaction, prayer, discipleship, and participation in activities such as games and school lunches.

***Duties & Responsibilities***

- Oversees and facilitates weekly and monthly scheduling of the Kids Serve Team to ensure appropriate classroom coverage.
- Ensures weekly curriculum is implemented in alignment with the vision, strategy, and teaching standards established by the Central Kids Pastor.
- Ensures weekly service outlines are distributed so Large Group Leaders are equipped to pray, teach, and share the Gospel effectively.
- Provides Sunday coaching, lessons, activities, and support to Serve Team Members as needed.
- Oversees check-in operations to ensure an efficient, welcoming, and seamless experience for all.
- Greets families in the lobby and helps create a welcoming environment for children and parents.
- Assists with planning, preparing, and attending Kids Ministry events, camps, VBS, and other activities beyond Sunday programming.
- Partners with parents and provides resources to support children's spiritual growth at home and through each phase of childhood.
- Coordinates contractor needs with the Location Pastor, in consultation with the Central Kids Pastor, to ensure alignment with location needs, ministry-wide standards and approved budgets.
- Maintains Journey Church safety and security practices for children, Serve Team Members, and staff.
- Participates in church-wide and community events as needed.
- Attends monthly All-Staff meetings, weekly All-Staff prayer, Location Team, Central Team, and Next Gen Team meetings, along with other required meetings.
- Prays regularly for the church and its people, and models spiritual vitality and accountability.
- Performs other duties as assigned by the Location Pastor in alignment with church priorities and ministry-wide direction established by the Central Kids Pastor.

***Supervisory Responsibilities:***

- Will oversee volunteer Serve Team members, Residents, and Interns committed to Kids Ministry as directed by the Kids Pastor.
- Will seek to disciple Serve Team members, residents, and interns, providing leadership, guidance, support, and training to ensure effective ministry.

***Experience & Education Required:***

- Strong Christian character as described in 1 Timothy 3:2-7
- Five years of Kids Ministry experience preferred, with a strong understanding of children's spiritual development and church-based ministry.
- Ability to work with a team to plan and execute large events and environments. Ability to ask for help, reach out, collaborate with diverse teams, etc.
- Excellent organization and multi-tasking skills. Reliable, trustworthy, and excellent at following through on details.
- Proficiency in Mac OS, Google Docs, and the ability to learn and use PCO Software.
- A Bachelor's degree in Bible/Theology, Education, children/family studies, or a related field is preferred.
- Leadership experience in Kids Ministry or a related role, preferably in a large church or organization with a weekly attendance of at least 300.

**Physical Requirements:**

- Comfortable standing for extended periods during teaching or leading sessions.
- Ability to manage events, which may involve setting up equipment or moving materials.

**Possess and exhibit the following core values in their daily lives:**

- Personal Love for God and Love for People.
- Work ethic that is excellent, protective of the church and frugal with time and money.
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church.
- Supports the mission of Journey Church by being an active member and attender.

***Signatures - This job description has been approved by:***

Employee: _____ Date: _____

Manager: _____ Date: _____