

Malibu Pacific Church

Malibu Pacific Church is seeking a part-time Children's Ministry Director to recruit, train and implement all programs for infants through 3rd grade. Please view the job description below and submit your resume to kelly@malibupacific.church.

Position: **Director of Children's Ministry**

Reports to Lead Pastor

Level/Grade: Non-exempt

Type of Position: Part-time

Hours: 25 Hours Maximum (Tuesdays, Sundays required)

GENERAL DESCRIPTION

Responsibilities:

1. Sunday Environments Onsite and Online
2. Plan, implement, and oversee the "Sunday Malibu Kids Ministry" for children (infant through 3rd grade)
3. Coordinate, delegate, recruit, and oversee team leads, as well as all other volunteers
4. Lead and train volunteers "Sunday Malibu Kids leaders" to use their giftedness to lead small groups
5. Implement Orange curriculum
6. Environment creation – appealing to children and parents
7. Database/Planning Center - create workflows, follow-up with visitors
8. Maintain a training handbook that defines standards, protocols, safety, etc.
9. Attend relevant meetings and events as needed
10. Other tasks as assigned

WORK EXPERIENCE REQUIREMENTS

1. Minimum 3 years of experience leading a team
2. Commitment to the mission and ministry of the overall vision of the church
3. Ability to recruit and retain volunteers
4. Knowledge of MS Office, G Suite (Google Apps), Keynote, Canva, website and social media usage
5. Experience with Orange Curriculum
6. Excellent people skills
7. Good communication skills
8. Creative problem-solver, takes initiative with little direction
9. Uphold confidentiality

EDUCATIONAL REQUIREMENTS

Minimum of High School diploma required. Undergraduate degree preferred.