

the REFINERY

Children's Director (part-time)

Job Summary: The Children's Director will provide children's ministry leadership and administration to all children from toddler through the 5th grade for Sunday morning classes as well as special events. They also will meet with the Associate Pastor once a month and come to one staff meeting a month.

Job Type: Part-time salaried position (5 hrs/week)

Compensation: \$400 a month

Core Duties and Responsibilities

Sunday

- Oversee the organization and distribution of curriculum and supplies each week in each classroom.
- Set up all classrooms and oversee themes and room decor.
- Create a volunteer schedule and team for each of the rooms. Fill in as needed when teachers call out.
- Make sure classroom snacks and supplies are stocked. Work with the Office Manager in the ordering of supplies.
- Assist the pastoral team in recruiting new teachers.
- Ensure a safe, orderly environment and follow Refinery Protection Policy
- Connect weekly with parents before and after church to give encouragement and feedback.
- Help lead in Sunday service as needed per pastors request.

Meetings

- Attend a monthly staff meeting
- Meet once a month with Associate Pastor to discuss needs, growth strategy and any needs.

Events

- Plan and organize fun events for children in our church. One a quarter and one a month during the summer months. Including a VBS type event over summer (either a one day, 3 partial days or a week long)

Email Resume to - pastorjon@refinery.church