

Director of Children Part-Time Job Description

Job Goals:

To develop and implement a ministry for the children of ESBC.

- a. Encourages the development of close Christian friendships based on the teachings of the Bible, trust, and acceptance among all children and youth.
- b. Builds positive attitudes towards the church and its leaders.

Job Responsibilities:

1. Provide leadership in developing and coordinating a comprehensive ministry for the children.
2. Develop a positive Christian relationship with children and their families.
3. Design effective programs and activities where the children can use their abilities, talents, and spiritual gifts to minister to others as service to the Lord.
4. Organize, plan, and participate weekly, monthly, and throughout the year in children's activities that are spiritual, educational, recreational, and appropriate for the age group.
 - i. Activities for each age group include but are not limited to Bible studies, Bible school, summer programs, and other seasonal activities.
 - ii. Make an effort to be present in extra-curricular activities as time allows.
5. Assist or lead a Sunday morning class as needed (*not included in paid hours*).
6. Assist with children's music rehearsals and performances.
7. Coordinate and communicate with the director of youth on any combined events and activities as needed.
8. Coordinate communication through newsletters, social media, text messaging, etc.
9. Provide outreach and follow-up with children visitors and their families.
10. Work closely with the pastor:
 - i. In church planning with special emphasis on worship and inclusion of children and youth.
 - ii. Keeping the pastor informed of any children, youth, or family concerns.
11. Upon being hired, a 3-month probation period will begin; the Personnel Committee will complete reviews and evaluations as necessary.

Requirements:

- Must be eligible for and/or possess a valid North Carolina driver's license.
- Will be subject to a criminal background check.

Other Qualifications:

- The director of our children should have a strong foundation in the Christian faith and be a strong follower of Jesus Christ, (educated in the area of his call, and have the experience that matches as well, is desirable).
- He/she will be a good example of commitment, follow through, reflect professional workplace etiquette, and be responsible in all aspects of the position; must possess good communication skills and reflect high moral and ethical standards.
- Must have a passion for children and youth and be able to incorporate that passion into the ESBC fellowship.

*Special Instructions to Applicants:

Interested candidates should submit a cover letter and resume with a list of at least two professional references to office@eastsylvabaptist.org with *ESBC Children/Youth Posting* as the subject line, or mail to the church: East Sylva Baptist Church, 61 Faith Ave, Sylva, NC, 28779.