

Keystone Kid's Ministries Director

Status: Part Time

Reports Directly to the Lead Pastor

Compensation Range (\$18-\$20 an hour)

Position Responsibilities

Beyond direct interactions with the children of Keystone, this position leads volunteer leaders in the children's ministries of the church.

This will result in...

- A safe and supportive ministry for the children of Keystone to be seen, known, and loved as they learn about Jesus.
- Providing leadership for the systems, goal setting, planning and evaluation of the Keystone's Children's Ministries.

This will be accomplished by...

- Prepare for and lead Keystone Kid's on Sunday mornings.
- Distributing the curriculum to scheduled volunteers weekly.
- Setting up needed materials & curriculum for Sunday mornings and other events.
- Purchasing and organizing children's ministries supplies, snacks, curriculum or other materials as needed.
- Overseeing maintenance, décor, and accessibility of children's ministries classrooms and spaces.
- Identifying, recruiting, and training new volunteers to maintain a full volunteer schedule.
- Ensuring all staff, childcare associates, and volunteers are up to date on their Safe Gatherings training, certification, and state background checks.
- Maintaining regular updates of Keystone Kids for social media and website presence.
- Sending regular communication to Keystone families regarding curriculum, family faith formation opportunities, and upcoming events.
- Maintaining Keystone Kids database and check-in system.
- Attending Keystone Leadership Council meetings as needed/requested.
- Attending staff meetings and one-on-one meetings with senior pastor or other staff as scheduled.
- Spending weekly time in prayer for the ministry and children in our church.
- By being able to learn and remain teachable as a leader.

To inquire about the position email Ben Bainbridge at ben@thekeystonechurch.org.