

JERSEY CHURCH

Job Description for ELEMENTARY KIDS DIRECTOR

Purpose

The Elementary Director at Jersey Church plays a key role in leading children (Kindergarten through 5th grade) to know and follow Jesus through creative, engaging, and age-appropriate environments. This position focuses on building relationships with kids and families, developing volunteers, and supporting the spiritual formation of elementary-aged children in partnership with the Kids Minister.

The Elementary Director will plan and lead Sunday morning and Wednesday Night elementary programming, and midweek discipleship opportunities, and help create a culture where every child is known, loved, and encouraged to take next steps in their faith. This role is responsible for the scheduling of volunteers to support all elementary events and weekly programming. This role emphasizes collaboration with the larger Kids Ministry team and active support of church-wide vision and strategy.

Hours

Part Time (Non-Exempt)
20 Hours per Week

Reports to

Kids Minister

Direct Reports

Volunteers (Elementary Ministry)

Duties and Responsibilities

- Lead the planning and execution of Sunday morning elementary programming, ensuring a fun, safe, and spiritually rich environment for Kindergarten–5th grade students
- Create and maintain a weekly large group/small group model that teaches biblical truth in engaging and practical ways
- Collaborate with the Kids Minister and team to align with the overall vision and strategy of Jersey Kids Ministry
- Support and participate in ministry-wide events such as VBS, Journey, and other outreach or discipleship programs
- Assist in the development of a volunteer team by recruiting, training, encouraging, and equipping leaders for their roles
- Provide consistent and encouraging communication to volunteers and ensure they are spiritually supported and prepared
- Build strong relationships with parents and equip them to lead their children spiritually at home
- Follow up with children who make spiritual decisions and help guide their next steps
- Assist in evaluating curriculum and supplies to ensure relevance, quality, and alignment with teaching goals
- Ensure all classrooms and spaces are safe, organized, and welcoming
- Support efforts to grow participation and deepen engagement in elementary-aged programming
- Attend team meetings, training opportunities, and staff development as requested by the Kids Minister
- Be a visible and relational presence on Sunday mornings and Wednesday Nights—helping kids feel seen, known, and loved

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Education and Skill Requirements

- Bachelor's degree preferred but not required
- Action-oriented and displays focus, passion, and initiative.
- Organized and able to manage multiple projects.
- Takes appropriate action when something needs to be done.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Relational skills and an enthusiastic presence for leading teams and people.

Spiritual Qualities and Theological Expectations

- A heart for the local church, a growing relationship with Jesus Christ.
- Must be a member and regular attender of Jersey Church.
- In complete agreement with Baptist Faith and Message.
- Alignment with Jersey Church vision and mission.
- Must maintain confidentiality and trust in all church matters.
- Must be committed to the authority of the Word of God.
- Must love the church and be willing to serve under the authority of the Senior Pastor.
- Conservative theological views.