

JOB DESCRIPTION



Job Title: Buffalo Campus Kids Pastor/Director
Classification: Full-Time
Department: Kids Ministry (RK)
Reports To: Buffalo Campus Pastor
Effective Date: August 2025

PURPOSE:

The role of the Buffalo Campus Kid's Pastor/Director is to lead volunteers and staff toward creating a high quality, outward-focused, fun environment for kids (*birth through grade 5*) to fall in love with the church and Jesus Christ.

RIVERSIDE COMPETENCIES & EXPECTATIONS:

- Fully embraces the mission, vision, and values (*Experience Grace, Grow in Love and Give of Yourself*) of Riverside Church
- Is reliable, takes initiative and is self-motivated
- Embraces and adapts to growth, change, innovation, and creativity
- Uses appropriate judgement in the areas of discretion, sensitivity, and confidentiality
- Lives out cooperative, healthy, and motivating relationship with supervisors, co-workers and volunteers
- Believes the best about co-workers and staff of Riverside Church

ROLE EXPECTATIONS:

- Effective communicator
- Organized and efficient
- Spiritually mature
- High-capacity leader
- Strong relationship skills; ability to connect with kids and parents well
- Ability to integrate fun into teaching kids about Christ
- High energy style

RESPONSIBILITIES:

- Oversee all aspects of Riverside Kids at the campus level
- Recruit and lead a team of volunteers weekly
- Run volunteer trainings, participate in development, encouragement, appreciation, and casting vision to volunteer teams
- Adopt the "rhythm" and curriculum model of Riverside Kids
- Utilize check-in system and all database functions
- Operate under a quality improvement model which constantly evaluates facility, activities and more
- Participate in the budgeting process
- Represent RK on stage in Worship Center for special Sundays (e.g. Child Dedication, 1st Grade Bible Presentation, No Limits Graduation)
- Lead No Limits class at campus if numbers warrant it, or be a part of teaching at the Central Campus.
- Organize/oversee Kids special events at campus
- Help build a worship crew team of kids serving on Sunday mornings

- Be a key participant in larger all-campus Kids events like summer and winter camps, helping teach, recruiting leaders to attend, etc.
- Facilitate and recruit Kids volunteers for special services like Christmas Production, Christmas Eve services and Easter services
- Oversee organization of classrooms, materials, cleaning of toys, maintenance of equipment, stock of supply closet, etc.
- Set up, run, and oversee stock for campus K-Kash Store
- Support and participate with your campus team, including special events specific to the campus
- Participate in monthly RK team meetings
- Engage with the larger staff team of Riverside Church, including all campuses

EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior
- BA or BS degree in Children/Family ministries or similar is preferred
- Experience recruiting, motivating, equipping, and scheduling volunteer leaders to minister to kids and families
- Competency developing Kids Ministry programs
- Effective communication skills (*written, verbal and interpersonal*)
- Demonstrated ability to understand and relate to kids and their families and a passion to see families grow in their faith together
- Proficiency with basic computer software (*Excel, Word, Outlook*), and the capacity to learn new software when needed

RELATIONSHIPS:

- Reports to the Buffalo Campus Pastor
- Leadership training and support from Pastor of Kids Ministries
- Supervises and directs campus Kids Ministry volunteer team
- Works with and receives support from Buffalo Campus staff and RK team
- Integration with all areas of ministry within Riverside Church