



PROVIDENCE CHURCH

Providence Church is a growing church in the suburban area of Frisco, Texas (20 minutes north of Dallas). Our mission “to glorify God by making disciples through the gospel, in community, and on mission” fuels our philosophy of ministry. Therefore, everything we do, every ministry we engage in, and every program we promote must align with our great desire to glorify God by seeing the Gospel change individual lives.

Position: *Assistant Director of Providence Kids*

Purpose of Position

Primarily responsible for assisting in the administrative and ministerial tasks of Providence Kids.

Requirements

Primary Duties & Responsibilities:

1. Recruit and schedule teachers for Sunday mornings. Follow up with unconfirmed teachers each week and find substitute teachers when/where necessary.
2. Maintain current list of background checks for teachers.
3. Create teams of volunteers to help with weekly tasks.
4. Maintain classroom organization with toys, donations, and items that need to be repaired/replaced/removed.
5. Perform opening tasks each Sunday morning to open classrooms 40 minutes before first service.
6. Recruit and schedule childcare workers for church-wide events requiring childcare. Occasionally set up for events, create games and schedule for these times.
7. Other administrative tasks as needed (receipt filing, spreadsheets/data management, ministry growth meetings, etc.).

Expectations

1. A faithful follower of Jesus Christ, actively seeking a deeper relationship with Him.
2. Passionate about seeing children and families pursue a relationship with Christ.
3. Fulfills the duties required of Providence Church covenant members as outlined in the membership covenant.
4. Exhibits a servant leader’s heart for ministry to the body of Christ.
5. Is disciplined and diligent with his/her time, keeping a balance between home and work.
6. Recognizes that working with a team is essential to successful ministry. It is expected that he/she works closely with other staff and families in Providence Kids.
7. Maintains confidentiality with sensitive church information.



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Knowledge and Skills

The Assistant Director of Providence Kids must have an in-depth knowledge of scripture and doctrinal alignment with Providence Church. At minimum, the assistant director should have a bachelor's degree - a teaching certificate is preferred, and a master's degree is exemplary. Must be an excellent communicator and have strong organizational skills. Capable of completing both long-term projects and immediate tasks with excellence. He/she must have the ability to see what needs to be done and to complete the work required, overcoming any obstacles that arise. The Assistant Director of Providence Kids must be able to organize, prioritize, and multi-task using good time management skills in a fast-paced environment. Proficiency with Microsoft Office applications and Mac-based programs are required.

Direct Report: The Assistant Director of Providence Kids will report to the Director of Providence Kids.

Schedule: Part-time and full-time candidates will be considered.

Vacation: PTO days

Salary: paid bi-weekly

The job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. It is an overview of the responsibilities, expectations, and skills of the aforementioned position.