

# Assistant Director of Children's Ministry

Bible Evangelical Free Church, Tomah, WI

Full Time, Primarily Monday – Friday

## Position Summary

The Assistant Director of Children's Ministry will serve as a champion for Children's Ministry (*birth through 5<sup>th</sup> grade*) in and through Bible Evangelical Free Church. Our goal is that children and parents regularly connect with Jesus and others through a disciple-making process that connects them with God's Truth, establishes their faith through the Holy Spirit, and provides ministry service opportunities in environments of Spiritual-transformation. The purpose of this position is to manage day-to-day operations for various ministries ensuring compliance with BEFC Child Protection policies & WI state licensing regulations. The successful applicant will demonstrate strong administrative skills, have a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for children, families and teachers. Experience in a child-focused setting preferred.

## Responsibilities:

- Assist in ensuring a safe, happy, and stimulating environment for children.
- Manage and coordinate curricula with volunteers and childcare staff that is engaging, Christ-centered, and beneficial to the learning of the children enrolled in the ministries.
- Plan the logistics of meetings, trainings, and events run by the Director.
- Organize and track all supplies, keeping enough inventory on hand of consumable products.
- Coordinate staff schedules and handle payroll processing.
- Complete ongoing training and courses related to childcare staff requirements.
- Provide temporary classroom childcare as needed.
- Open or close Sprouts Childcare each workday interacting with parents as they arrive or pick up and take on the role of classroom leader when only one staff person is needed to meet ratios.
- Communicate with parents regarding payment procedures and assist in setting up payment.
- Communicate and disseminate information professionally, efficiently, and effectively to volunteers, staff members, parents, and children. This may include such things as newsletters, informational materials, calendars, agendas, and meeting minutes.
- Plan and implement procedures for managing all required paperwork for the childcare center, including staff/volunteer records, child records, DCF reporting, etc. (physically & electronically) to comply with BEFC Child Protection policies & WI state licensing regulations.
- Attend services of BEFC or a like-minded church on a regular basis and share in the understanding of and agreement with the EFCA Statement of Faith and Code of Conduct.

## Supervision, Reporting, and Working Relationships:

The Assistant Director of Children's Ministry will be in regular communication with staff, volunteers, and families through day-to-day operational tasks. The Assistant Director will report directly to the Children's and Family Ministry Director and will coordinate with the Office Manager to maintain consistency and communication as the Bible EFC administration team. The Assistant Director of Children's Ministry will be involved in weekly meetings with the Director as well as Children's Ministry leadership team meetings and childcare staff meetings to stay in full communication and understanding of each ministry.

Application is available at [bibleefc.org/join-our-team](http://bibleefc.org/join-our-team)

