**Temporary Part Time**

**Kids Ministry Director Position**

***Hours per week: 20 hours***

***Pay per hour: $21.00***

**Term of Employment:**

This position is a temporary part time position at Calvary Church Williams Lake. It is a temporary position to cover a Maternity leave for our church Kids Ministry Pastor. The term of employment will be from end of August 2025 to September 2026.

**A successful applicant will be:**

1. A member of Calvary Church or be accepted as a member of Cavalry church according to the church by-laws before employment commences. A copy of the church bylaws, constitution and statement of essential truth will be provided upon request. It is also acknowledged by all parties that membership must be maintained during the entire time of employment as a condition of continuing employment.
2. Someone who is able to express a desire and a gifting in working with children under the age of 13.
3. Someone who has interpersonal skills appropriate to the position. This includes an ability to work with fellow staff, minister to the congregation when called upon, work with parents and be able to work through critical conversations as needed in a competent and compassionate manner.
4. Applicant must be able to work with computers and be open to learning new software.
5. It is understood that Sunday mornings are a work day from 8 am - 12 pm. Other hours of employment may be negotiated with the exception of staff meetings on Tuesday mornings.
6. Report to Pastor Monte directly but also able to work with other staff as part of a team environment.

**Duties:**

Directly oversee the Kids Ministry of Cavalry Church. This includes but is not limited to the following:

1. Preparing and distribution of curriculum and teacher resources
   * Computer skills will be needed to use and access our Grow curriculum, upload materials for teachers as well as providing hard copies to teachers as well.
2. Scheduling and equipping volunteers via Planning Center.
3. Recruitment of volunteers as needed to run a successful program
4. Maintain the Kids Ministry Spaces
   * This includes setup, clean up and organization of Kids Admin space

5. Reviewing and updating administration files including but not limited to attendance records, incident reports and volunteer files.

6. Attend Tuesday morning staff meeting

7. Attend Sunday services when not downstairs teaching

8. Be willing to minister to those who come to church during the week on a case by case basis as needed, ie. praying with people or assisting them when in need.

***To apply please email a resume and cover letter to*** [***mharrop@calvarychurchwl.com***](mailto:mharrop@calvarychurchwl.com)

***Application must be submitted by midnight July 27th, 2025***