

## The Orchard Evangelical Free Church Job Description

JOB TITLE: Director of Children's Ministries – Barrington

REPORTS TO: Associate Pastor

### PURPOSE:

The Director of Children's Ministries is a congregation-specific position that provides program leadership and support for children of all abilities and their families from birth through the fifth grade.

### RESPONSIBILITIES:

1. Plan, develop and lead the ministries to children, which include, children's Sunday School, nursery, Awana Clubs, special needs programs, summer day camps and other special events throughout the year.
2. Recruit, screen, train, and manage adult and youth volunteers for the various roles within children's ministries.
3. Train and shepherd ministry leaders in the execution of volunteer duties by helping to further develop their spiritual gifts and faith in the Lord Jesus Christ.
4. Provide administrative leadership by overseeing the selection and implementation of curriculum and other educational materials, as well as overseeing long-range planning, budgeting and calendar coordination.
5. Partner with parents through intentional relationship, consistent communication, and by providing educational resources needed for raising their children in the Lord.
6. Other duties as assigned by the Associate Pastor.

### QUALIFICATIONS:

- 3-5 years of children's ministry experience desired
- Must be available to work Saturdays 4:30–7 p.m. and Sundays from 7 a.m.–12:30 p.m.
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers
- Demonstrate professionalism through appearance, attitude, personal interactions
- Self motivated and able to initiate projects and work independently
- Computer literate in order to complete necessary tasks within software applications
- Positive and supportive attitude

To apply for this position, call Beth Acosta, HR Director, at 224.764.4082, or send your cover letter and resume to [bacosta@theorchardefc.org](mailto:bacosta@theorchardefc.org).

