

## LHC KIDS DIRECTOR (Liberty Twp)



**LIBERTYHEIGHTS**  
CHURCH

### Role

<b>Title</b>	LHC Kids Director (Liberty Twp)
<b>Reports to</b>	Executive Director of Family Ministries
<b>Category</b>	Ministry Director
<b>Status</b>	Part-time salaried (estimated 18 hours/week)

### Position Description

The LHC Kids Director provides oversight and direction of programs from Kindergarten to Fourth grade to accomplish outreach, worship, and discipleship as appropriate within each age group. The director communicates and coordinates the work of discipleship of children with parent involvement to provide an atmosphere that considers parents the primary spiritual trainers of their children.

### Key Responsibilities

- Recruit and equip LHC Kids volunteers and provide them with resources and training.
- Maintain the weekly volunteer schedule and clearly communicate the schedule and expectations to volunteers.
- Represent LHC Kids on Sunday mornings while being available to answer questions and address situations that may arise.
- Manage the Sunday morning check-in and security process; train and equip key volunteers to be part of the process.
- Establish and conduct routine meetings and touch points with volunteer leaders.
- Articulate LHC Kids ministry vision to parents and volunteers.
- Collaborate with the Family Ministries Director in developing weekly curriculum.
- Partner with parents by equipping them with resources to become actively and intentionally involved in the spiritual formation and discipleship of their children.
- Coordinate special events and seminars for parents that will enhance and enrich their parenting skills and relationship with their children.
- Counsel children and their families about conversion, baptism, and church membership according to Liberty Heights Church policy.
- Regularly communicate what children are learning so parents experience a clear sense of partnership in the discipleship of their children.

- Create and administer engaging programs that will help children and families embrace Christ with focus on spiritual, emotional, intellectual, physical, and social development of children.
- Provide worship experiences to meet the needs of children with introduction to corporate worship.
- Provide direct shepherding care as appropriate with volunteers, children, and families.
- Manage specific safety and security protocols (check-in, retrieval, evacuation plan, volunteer screening, first aid, CPR training).
- Direct the activities of the Family Ministries assistant relating to LHC Kids ministry.
- Show care and concern for the needs, interests, and requests of fellow staff, ministry volunteers, and members by demonstrating a sense of urgency in responses.
- Be an active participant in other church activities.
- Perform other duties as assigned by the Director of Family Ministries.

### **What a Strong Candidate Would Look Like:**

- Committed follower of Jesus Christ (candidate will be asked to become a member of Liberty Heights Church) who LOVES children and their families.
- High School diploma.
- Must be a team player with a demonstrable history of volunteer/paid church experience in children's ministry leadership.
- Strong planning and organizational skills.
- Excellent communication abilities, proficiency in basic computer and email skills, familiarity with MS/Word and Excel.
- High emotional intelligence.
- Availability for regular office hours throughout the week and most Sundays throughout the year (approximately 18 hours per week).

**Please forward cover letter and resume to *shannon.anderson@libertyheights.org***