

Kenwood UMC Job Description

Job Title: Director of Children and Youth Ministries

Time: 15 hrs/week, year round. Present on Sundays with regularly scheduled weekly office hours. Some work from home flexibility available.

General Job Description

This new position is responsible for children's and youth ministry at Kenwood as well as other areas. This person will work as a staff team member in empowering laity to live out the congregation's tasks of loving, learning and serving in the community and the world. As this is a new position, there is flexibility in responsibilities based on the strengths of individual applicants.

Responsibilities

Responsibilities may include but are not limited to:

- Recruit and equip volunteers to lead Sunday evening children's and youth programming.
- Create, coordinate, plan and implement Youth programming for youth and children. (Twice a month or as regular as necessary during the school year)
- Oversee Sunday morning children and youth opportunities, to include at least Sunday School, Children's Church, and nursery.
- Update and execute Safe Sanctuary Policies
- Coordinate Nursery volunteer schedule
- Oversee Vacation Bible School and other summer programming. I.e mission trips, service projects, and outings.
- Coordinate, plan, and implement confirmation program for youth, with assistance of Pastor.
- Develop new ways of ministry to and with children, youth and their families in our community.

Supervision

This position reports to the pastor as well as the Staff Parish Relations Committee.

Qualifications

- Bachelor's Degree Preferred (Currently working towards a bachelor's degree accepted)
- Experience in and passion for working with youth and/or children
- Good communication skills, both written and verbal.
- Able to navigate Social Media platforms for effective communication
- Experience with Microsoft Office or similar software
- Experience with volunteer management
- Strong planning and organization skills
- Ability to be self-directed
- Team player
- Theological education desirable
- Commitment to Christ-likeness and living in accordance with Christian Principles

Compensation

\$12-15/hour depending on experience.

Other

There will be a 90 day provisional period after which the candidate and church will evaluate the match. The church will perform a Virginia Criminal and Sex Offender Background Check prior to employment.

Contact information: If interested, please send resume with introduction email to Pastor Dan dankim@kenwoodumchurch.org.