



## **Job Description for Children's Director, Landover Campus**

### ***Position Summary:***

The role of the Children's Director, Landover Campus (Xtreme Kidz Director, Landover Campus) is critical to the overall vision of Zion church and its respective campuses. The Children's Director is the primary leader and visionary for the children's ministry on the Landover Campus, but they work in tandem with the goals of Landover's Lead Pastor and the Children's Pastor of Zion Church. Additionally, the Landover Director empowers leaders, evaluates systems, enhances each experience, and engages families on their respective campus.

### ***Time Requirements:***

Full-time Staff Position (35hrs)

### ***Responsible to:***

Landover Lead Pastor/Assistant Landover Lead Pastor

### ***Skills and Qualifications:***

Exemplary Character, Strong Communication Skills, Project Management Skills, Basic Understanding of Child Development, Experience in Theater, Organizational Leadership Skills, Charismatic, Visionary Leader, Servant Leader, Altruistic, Punctual

### ***Description of Duties:***

- Drives the Children's Ministry on the Landover Campus.
- Shepherds children and families ensuring children discover more about God and makes the decision to live for him.
- Directs all aspects of the primary Sunday and additional weekly children's experience by developing SOPs for setup, implementation of the experience, and breakdown.
- Strengthens the organizational structure of the Children's Ministry by creating new departments and secondary tiers of leadership.
- Builds volunteer teams and hosts volunteer drives in order to effectively handle all responsibilities and support the overall vision of the Children's Ministry.
- Screens, recruits and empowers all Children's Ministry volunteers and staff.
- Creates development plans and provides growth assessments for all volunteers.
- Builds camaraderie and culture through volunteer appreciation and relational experiences outside of the Sunday service.
- Manages the Children's Ministry budget and allocates resources to their respective departments.
- Establishes systems for inventorying, purchasing and organizing supplies or any related props for the ministry.
- Creates evacuation strategies and maintains security procedures for the Children's Ministry.
- Plans, edits, and implements curriculum based lessons for all experiences according to chosen curriculum.
- Identifies ways to ensure that parents are aware of our topics and they are creating intentional moments of conversation at home.



- Builds a system to strengthen communication between the Children's Ministry and parents.
- Systematizes service opportunities for children inside and outside of the children's experience.
- Organizes relationally, driven events for children and their families outside of the Sunday service.
- Advertises and promotes ministry events, curriculum, structural changes, and any other pertinent information to the Zion Staff, Campus leaders, and parishioners.
- Maintains accurate records of parents, children, and volunteers.
- Hosts outreach opportunities; identifying creative ways to reach the community and families, connect them to Zion.
- Partners with all support ministries (IT, Communications, Production, etc.) to ensure a smooth ministry Sunday experience for Children's Church.
- Assists with the planning and implementation of special events/services that impact children and families on the Landover campus.
- Identifies a system that helps teenagers identify their S.H.A.P.E and provides them with the opportunity to serve in the Children's Ministry.
- Assists with the planning and implementation of special events/services that impact children and families on the Ft. Washington campus.
- Maintains a "dotted-line" relationship to the Children's Pastor.
- Serves in a leadership role on the Landover Campus.
- Perform additionally responsibilities to support the overall vision of the Landover Lead Pastor and Senior Pastor of Zion Church.