

CHILDREN'S DIRECTOR

Job Description

Background:

Ethnos is seeking a part-time Children's Director (infant-5th grade) who has a passion for and a commitment to Jesus Christ, His Church, and ministry to children and their families.

Ethnos is a multiethnic, incarnational church in the University City area of San Diego. We have a number of families with young children. Our vision is to be "A community for all peoples, moved by the love of Jesus to transform UTC, San Diego, and the world."

We seek to be a community that removes cultural and ethnic barriers from getting to know Jesus, is created and formed by His love for us, and brings that transformational love to the world around us.

Our staff leads in-person programs on Sundays, and works mostly remotely with flexible working hours the rest of the week.

Primary ministry duties:

1. Partner with and support families in teaching children about trusting God and following Jesus with their lives.
2. Develop and nurture relationships with families.
3. Overall operations of Sunday children's program includes:
 - a. Lead volunteer teams to minister through vision casting, planning, communication, and training.
 - b. Recruit and manage volunteers (i.e. scheduling, background checks, assigning roles).
 - c. Provide volunteers encouragement, resources, curriculum, feedback, and demonstrations of appreciation.
 - d. Oversee weekly set up and tear down.
 - e. Regularly teach alongside volunteer teachers (1-2x/month).
4. Continually assess program needs and implementation, and make adjustments where appropriate.

Administrative duties:

1. Check and promptly respond to emails, texts, and voicemails.
2. Ensure thorough and efficient weekly communication with parents and volunteers regarding updates, and curriculum details (incl. email and social media).
3. Maintain current records and databases for family and volunteer information.
4. Maintain and annually review and update our Children's Program Manual with policies and procedures.
5. Purchase necessary ministry supplies while tracking and maintaining budget.
6. Attend staff meeting once a week (currently online).
7. Attend and help with quarterly servant team retreats.

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Other responsibilities:

1. Maintain habits of rest as well as personal and spiritual growth.
2. Assist in special events (Easter, Thanksgiving, child dedication, etc.).
3. Quarterly training for the growth and development of volunteer teams.
4. Coordinate outreach events where our families can come and invite their friends.
5. Live out the vision and mission of Ethnos with integrity.

Desired qualities:

- Heart for children, a desire to share the life of Jesus with them, and see them form, grow, and continue in faith.
- Excellent communication and interpersonal skills, with the willingness to work collaboratively on a team.
- Ability to work well with parents and caregivers.
- Strong organizational skills.
- Foundation of Biblical knowledge.

Other Requirements: Become a member of Ethnos Community Church and be in San Diego.

Compensation: \$18-20/hr (pay commensurate with experience) with paid time off

Hours: 20 hours/week (negotiable)

Inquiries:

Please contact us at ethnosadmin@gmail.com for more information or to submit your resume.