



Covenant Church has an immediate opening for an experienced **Covenant Kids Ministry Director** to serve at our **Carrollton** campus

The **Covenant Kids Ministry Director** will work closely with the children's pastors and serve as oversight for the Nursery, Preschool and Elementary Coordinators. This position will help manage, equip and empower staff and Dream Teamers to their fullest potential. This role will help coordinate the planning, logistics, and resource support needed for all special events and services at the Carrollton campus. This is a full-time 40 hour/week position which includes office hours, weekend and midweek services, and occasional evening hours, as needed. This position will report directly to the Pastors of Children's Ministry.

The job description below is only a summary and represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks under the direction of the Children's Pastors.

Duties include, but are not limited to:

- Serve as the management layer for Covenant Kids at the Carrollton Campus
- Oversee all operations of Covenant Kids at the Carrollton Campus, ensuring the success of the Sunday experience and special events
- Directly oversee Nursery, Preschool, and Elementary Coordinators at the Carrollton Campus
- Directly responsible for raising up Carrollton Children's Coordinators to their fullest leadership potential as well as empowering them to do the same with their Dream Teamers
- Serve as one of the communicators to Covenant Kids on the Carrollton Campus
- Work with Nursery, Preschool and Elementary Coordinators to build the Covenant Kids Dream Team
- Answer general phone calls in reference to Covenant Kids inquiries in a timely manner
- Host visiting churches observing at our children's services
- Coordinate with departments and oversee special events through completion
- Facilitate weekly department meetings to discuss enhancing the Sunday experience and upcoming events
- Participate in weekly Campus Director meetings to discuss Sunday experience, upcoming events, and consistency
- Oversee all programming and ministry for children ages Birth – 5th grade, including Sunday mornings, Wednesday nights, Summer Events, and Special Events
- Oversee Covenant Kids Student Leader Program when in session
- Oversee Baby Dedications on a monthly basis
- Actively recruit new Dream Teamers
- Interview new Dream Teamers and place them in the area according to their gifts and talents
- Collaborate with the Creative Director on all content that will be produced for Nursery, Preschool and Elementary Services
- Respond and minister to pastoral care needs of children and families at the Carrollton campus
- Other duties as assigned

Knowledge/Skills Required:

- A love and calling toward ministry to children and families
- Ability to speak on stage
- Supervise multiple projects effectively
- Excellent Team building skills
- Customer service oriented

- Exceptional time management, organizational and prioritization skills with a particular emphasis on follow-through and attention to detail
- Ability to think and act independently with a high degree of professionalism, discretion and strict level of confidentiality
- Must be a strong communicator with excellent written, verbal and interpersonal skills
- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/spelling & terminology that is interesting and varied
- Strong proof-reading skills to produce error-free documents
- Experience in problem solving
- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others to achieve desired results
- Detail oriented and capable of high volume of multi-tasking
- Proven experience in office environment and accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
- Experience and high proficiency in Microsoft Office Suite to include Outlook, Word, Excel and PowerPoint
- Must be able to work in a deadline driven environment.
- Must possess the ability to produce in a fast-paced environment
- Must possess a “can-do” attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor
- High School Diploma
- 3- 4 years’ experience
- PCO +
- Non-profit +

Attributes:

- Love for God
- Love for People
- Work ethic that is excellent
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Reliable and energetic
- Must share the vision of Covenant Church to fulfill the Great Commission with integrity and passion
- Establish & maintain effective working relationships with all Covenant Church staff
- Maintain a sensitivity to situations and needs of others

Must be/have, but are not limited to:

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional hours (as needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands, fingers and spine
- Must be able to lift 20 lbs.
- Must be 18 years of age and have valid State Driver’s License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +