

CHILDREN'S DIRECTOR OF HCC

In a director, we look for a committed individual who wants to see spiritual growth in the lives of our children and their families, while effectively and efficiently running all children's ministry operations (CM). The Director promotes the spiritual, social, and intellectual growth of the children under his/her care and works with the volunteer teaching staff to create an environment of learning while keeping parents informed of the progress of their child.

Job Responsibilities:

- Recruit, select and retain quality volunteer teachers.
- Manage CM volunteer teaching staff through planning schedules, evaluating staff performance, and developing performance improvement plans using teacher seminars (see below).
- Be accountable for the operation of the CM, ensuring that it is operating in accordance with the church's and the state's childcare standards.
- Manage all physical children's ministry spaces, seeing that they are clean and ready for use.
- Oversee Sunday child check-in and tag identifications.
- Collect visitor information weekly and share with our office staff so that it can be added to the database. Follow through with a welcome communication (email or text) to the visiting family.
- Be responsible for ensuring an educational, caring, and safe environment for the children and parents.
- Teach the core doctrines of our church to our children by choosing or developing a comprehensive and disciple-making curriculum. Children entering our youth group in the future should be able to know our core beliefs and be able to explain them at their level.
- Develop a CM team of 3 or more adults to aid in the operation of the ministry.
- Create and oversee both parent and teacher seminars to aid them in their respective roles. This can be done by onsite conferences or attending other conferences nearby as a group.
- Meet with individual parents once a year to review their child's progress. Become a shepherding influence for our parents.
- Develop and oversee the children's ministry budget.
- (Note: The requirement to oversee our children's events will no longer be required)

Job Requirements:

- Must be at least 21 years of age
- High School diploma or equivalent
- Church ministry experience preferred
- Able to provide first aid care (or willing to get trained)

- Comfortable with our computer system for check-ins, teacher communication and data input.
- Be able to attend weekly Tuesday staff meetings.

Job Overview:

- Part time job of 10-20 hours a week, hours to be divided into Sunday morning, weekday prep, Tuesday staff meetings and parent meetings by appointment.
- \$14-\$20 a hour based on performance.
- 10 hours paid PTO annually
- No health benefits currently.
- Will be provided with office space in the church.

Please send your resume to John Bollman, johnb@harvestchurchohio.org with a cc to Thomas Hummer, thomash@harvestchurchohio.org. Our hiring calendar process will be as follows:

1. Resumes collected until June 19th, then declined or accepted.
2. Those applicants whose resumes remain in the pool will be asked to write out their philosophy of Christian education for children. Contact us if you need clarification about this. This assignment will be due no later than July 10th.
3. Personal interviews will be conducted through July 31st.
4. Decision by Aug. 9th on new director.
5. Starting projected date for new director will be September 1, 2022



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