



BANNOCKBURN
DRIPPING SPRINGS

Employee Job Description

Title: Head of Kids Ministry

Reports to: DS Campus Pastor

Ministry Area: DS Kids' Ministry

Job Summary

The Head of Kids Ministry is responsible for the overall kids' ministries for grades kinder, through 5th on the DS campus. This is accomplished through regular scheduled programming and other events that utilize curriculum and volunteer leadership. Administration is a key skill for this position.

Key Areas of Responsibility

- Oversee and organize Kids Ministry at Bannockburn DS.
- Recruit and train volunteers.
- Support volunteer leaders in excellence and safety.
- Support and communicate with parents in their role as the spiritual leaders of their families. Implement comprehensive and age specific Christian education for our kids.
- Manage administrative aspects of the department such as budget, purchasing, and payroll. Coordinate quality and safe childcare in support of Bannockburn functions.
- Meet regularly with staff to achieve the overall vision of the DS campus.
- Develop and provide seasonal outreach opportunities for kids (i.e. VBS & camp)

Desired Experience and Skills

- Able to communicate the Gospel to children of various ages.
- Leadership or administrative background with managing volunteers.
- Experience in serving with and leading kids.
- Team Player & Adaptability. On a smaller staff, we are often pitching in for other departments to accomplish their ministry goals.
- Interpersonal skills that span across volunteers, parents, and children.
- Able to learn web-based computer applications that often change for payroll, scheduling, church member databases, security software, etc.