

Position Title: Director of Children's Programs

Employment Status: Full Time

FLSA: Non-Exempt

Salary: 35K – 40K per year (depending on training and experience)

Introduction:

As the Shiloh Church Director of Children's Programs, you will be responsible for coordinating, planning, leading and/or supervising all children's programming: Jesus and Me (JAM) (3 yrs old to 2nd Grade) and Kingdom Kids (3rd through 5th Grade). You will seek, supervise, and coordinate volunteers for all children's programs and events. You will create and maintain a safe, inviting, and dynamic atmosphere for learning and spiritual growth. This position requires strong administrative, interpersonal, and adaptable leadership skills to build strong relationships with children and adults/parents. We desire a long-term commitment to these programs and to our surrounding communities; promoting vitality, outreach, and growth.

Core Responsibilities (include, but not limited to):

Program Coordination

- Oversee, develop and deliver children's programs that guide and facilitate spiritual maturity, and deepens their relationship with Jesus Christ.
- Engage with parents, staff, and members of Shiloh Church in our mission to make disciples of Jesus Christ for the transformation of the world.
- Support our children's participation in the life of the church.
- Coordinate children's program activities with the Three Springs Preschool (TSPS) Director, MOPS Coordinator and Nursery Coordinator; creating consistency, synergy, and growth opportunities for all.

Volunteer/Team Management

- Recruit and manage volunteers for all children's programs and events.

Event/Planning Coordination

- Plan and lead/supervise a variety of programs for children and families throughout the year. These may include, but are not limited to, the following events:
 - Weekly
 - Sunday Morning Children's Church/JAM
 - Wednesday Night Children's Lessons and Special Events
 - Annually
 - Seasonal Community Outreach Events (Easter Egg Hunt, Fall Festival, Journey to Bethlehem/Christmas Program, etc.)
 - Vacation Bible School
 - Miscellaneous As Needed
 - Family-oriented events (movie nights, game nights, non-Sunday Church services, etc).
 - Fundraisers for the Children's Ministry

Education

- Design/implement a sustainable annual format and curriculum for our respective children's programs.
- Provide tools for parents/guardians, equipping them to be primary spiritual caregivers for their children.
- Collaborate with the TSPS Director to provide a consistent Christian curriculum across both programs.

Communication

- Hold periodic in-person informational exchange meetings with the parents.
- Develop and maintain virtual communication with parents via social media, email, texts, etc.
- Develop a quarterly calendar of programs/events

- Share necessary information with the church's Communications Coordinator for inclusion in all media.
- Immediately communicate pastoral need situations to the Pastor (e.g. illnesses, hospitalizations, family crisis, deaths, or other situations in which children and/or their parents may require support.)

Required Qualifications:

- A passion for the gospel of Jesus Christ and its relation to children and families
- Theological views compatible with [Shiloh Church's Statement of Faith and Practices](#)
- Strong biblical knowledge; be a growing student of the Bible
- Exemplify and teach Christian values, morals, and beliefs in all aspects of life
- Energized, organized self-starter who can implement his/her creative ideas
- Ability to communicate both orally and in writing
- Ability to establish and maintain rapport with children, parents, staff, and the congregation
- High School Graduate
- At least 23 years old
- College degree in either Education or Ministry (may be substituted for experience working with children in a church or school setting for at least 4 years)
- Proficiency with the Microsoft Office Suite and social media platforms
- Budgeting and financial understanding/experience

Supervisory Controls:

The Director of Children's Programs works under the direct supervision of the Pastor and will seek to accomplish all duties in a responsible and independent manner, keeping the Pastor informed of sensitive issues and status of programs. The Pastor will review the work of the Director of Children's Programs to determine the overall success of the Children's Ministry Program and will provide constructive guidance as required. Shiloh Church's Personnel Committee (PC) serves as the staff's support group and will assist in work evaluation and compensation recommendations on an annual review basis. This PC will also hear any work-related grievances, as applicable.

To Apply:

A one-page resume, two letters of recommendation, and three total references are required.

- Go online to <https://theshilohchurch.org/job-opportunities/>
- Then, please email your one page resume, and two letters of recommendation to marie@theshilohchurch.org and timbugtwo@att.net, OR drop off/mail to the Shiloh Church office.

Please mail to:

Shiloh Church
Attention: Tim Boone, Chair, Personnel Committee
210 South Main St. Shiloh IL 62269