

Job Title: Associate Director of Children and Family Ministry

Status: Part-time (5 hours per week)

FLSA: Non-exempt

Reports to: Director of Children and Family Ministry

Revised: November 2022

DESCRIPTION

In line with the mission of Anderson Hills UMC, the Associate Director of Children and Family Ministry's primary responsibility is to assist the Director of Children and Family Ministry to make disciples of children ages birth through 6th grade through engaging Christ-centered programming and discipleship of parents and families through events and classes.

Sunday Responsibilities: (8:30 a.m. – 12:30 p.m.)

- Adhere to the Safe Sanctuary Policy
 - Staffing ratios
 - Background checks
- Open up the ministry space
- Assist in turning on ministry tech throughout the rooms:
 - Treehouse Theater
 - Kids Rock
 - Cafe
 - Sign in desk
- Make sure each room is set up correctly
- Place the morning's supplies, kits etc. in the rooms
- Lead specific sections planned in advance i.e. worship, object lesson, game, altar time etc.
- Shut down tech at the end of the morning
- Close down the ministry spaces

During the week and bi-weekly meeting:

- Ministry check-in meeting
 - Schedule updates
 - Discuss what needs we have and how to fill them
 - Make phone calls to fill volunteer openings
 - Send reminders
 - Brainstorm with Director about Children's and Family Ministry
 - Assist in recruitment of new volunteers
 - Assist with volunteer training

- Assist with event planning
- Other responsibilities as assigned by the Director of Children and Family Ministry

Other requirements: Faith in Jesus Christ, and desire to disciple others, particularly children. High School degree is required. Previous experience with children is preferred. Must be able to communicate effectively with parents, volunteers, and staff.