**Job Title: Associate Director, Kids and Family Ministry, Preschool**

**Status: Part-Time** (12 hours per week)

**FLSA: Non-Exempt**

**Reports To: Director of Kids and Family Ministry**

**Updated: June 2025**

**Description**

In line with the mission of Anderson Hills Church, the Associate Director of Kids and Family Ministry, Preschool, is responsible for leading the ministry that reaches and develops kids aged 3 through kindergarten so they become more like Christ.

**Essential Job Responsibilities**:

The Associate Director will assist the Director in developing and planning programs and events for kids aged 3 through kindergarten, and plan and execute shared events for parents and kids.

The current programs this position will assist with include the Sunday morning program, VBS, and the Newborn, Baptism, and Two-Year-Old Bible Milestone Events.

Ensure the preparation and distribution of weekly lesson plans, media, and activities for this age group.

Recruit volunteers for the various servant roles, including Sunday morning programs, other preschool age-level programs, and Milestone events.

Help with the training, equipping, and encouraging of laypersons called to serve in Kids Ministry.

Assist the Director in communicating with kids, parents, and volunteers.

Order supplies, curriculum, books, etc., as needed.

Assist the Director in accurate record keeping for Kids Ministry programs and events, and various forms used (e.g., Attendance records, Safe Sanctuary Forms, Health and Emergency Release Form).

Maintain the monthly planning calendar and complete room reservation and set-up forms for the Baptism Milestone and Preschool programs.

Help with planning the annual budget for the Kids Ministry.

Hybrid schedule: be present for office hours as agreed upon with supervisor and be on site on Sunday mornings, 8:30-12:30.

**Education/Experience:**

A High School degree is required. Additional background in the ministry or education field is preferred. A strong personal faith with a passion for developing the faith of families. Leadership skills, working well as part of a team, and a desire for growth. Strong administration, organization, and problem-solving skills. Proficiency with standard office and mobile technology (Google Workspace, Microsoft 365, social media, generative AI, Planning Center, ProPresenter)

**Communication Skills/Requirements:**

Spiritual gifts should include Administration, Encouragement, and Creative Communication. Must be able to communicate verbally and in writing effectively with all levels of the church staff, including clergy and members of the congregation. Be able to act in the capacity of recruiter, mentor, teacher, and advisor as it relates to the Family Ministry at AHC.

Other duties as assigned by the supervisor.

Physical requirements: Ability to lift 35 lbs.