



JOB DESCRIPTION

POSITION TITLE: Kid's Club Director

REPORTS TO: Kids Ministry Team Lead or Leadership Team point person

SUMMARY / OBJECTIVE:

The Kids Club Director serves as a pastoral presence among the children and families of Platt Park Church, helping elementary-age students in our congregation encounter the love of Jesus in ways that are age-appropriate, joyful, and formative. This role exists to shepherd our Kids Club experience with care and creativity – shaping what is taught, who teaches it, and the environment kids and volunteers step into each week.

Working alongside church leadership and the Kids Ministry team, the Kids Club Director helps children find belonging, grow in their understanding of God, and experience church as a place of warmth and wonder – while also equipping the volunteers who serve alongside them to lead with confidence and spiritual depth.

The ideal candidate will possess an understanding of volunteer recruitment and retention, excellent communication skills, and a heart for nurturing spiritual growth within children.

ESSENTIAL FUNCTIONS

Lesson Planning & Teaching

- Plan, edit, and prepare materials for weekly Kids Club lessons, shaping content in a way that reflects sound teaching – both biblically and within PPC's framework of age-appropriate spiritual formation.
- Oversee and/or provide teaching for the Kids Club experience during Sunday services.
- Communicate what's being taught to parents through monthly or occasional updates – video, written explanation, or another format the Director finds effective.

Volunteer Leadership

- Recruit, coordinate, and schedule volunteers for the Kids Club environments (1st–3rd grade and 4th–5th grade).
- Equip and encourage volunteer leaders, helping them embrace their role as a joyful calling and a growth opportunity for both them and the kids.
- Provide meaningful volunteer appreciation at least twice a year.
- Partner with the preschool coordinator on an annual Kids Ministry volunteer training event.

Team Participation & Communication

- Attend weekly staff meetings, offering updates from Kids Ministry and participating in decisions related to the culture we are shepherding together.



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- Attend Kids Ministry team meetings, contributing to conversations about spiritual formation and collaborative event planning.

Events & Community Life

- Coordinate a rhythm of annual events that shape the life of our kids and families, including (but not limited to):
 - Promotion Sunday
 - Halloween Block Party
 - Christmas Pageant
 - Youth Sunday
 - Palm Sunday pageant and Easter egg hunts (with the preschool coordinator)
- Periodically meet one-on-one with Parents or Volunteers as needs arise.

Staff Team Participation

1. As possible, participate in weekly staff meetings
2. As possible, participate in retreats, conferences and seminars as scheduled

Presence in the Broader Church Community

Participate when possible in worship services, small groups, New Guest Lunch, Summer After Party, and staff/elder planning meetings – staying connected to the wider rhythm of church life.

This job description is intentionally open in places – we want it to be shaped in partnership with the person who steps into it, reflecting their unique gifts, passions, and pastoral instincts.

MINISTRY ACCOUNTABILITY AND DEVELOPMENT

1. Develops relationships and implements regular relational connection with the families of Platt Park Church.
2. Recruit & Manage Volunteers
3. Oversee culture, safety procedures and protocol
4. Implement regular Volunteer training
5. Follows through on commitments and ensures others do the same.

WHAT SUCCESS LOOKS LIKE

1. Kids Club is a joyful, welcoming place. Children in 1st through 5th grade feel known, safe, and glad to be there.
2. Kids are learning the story of Jesus in ways that fit their age and are formative, not just informational. Lessons are sound biblically and reflect PPC's approach to spiritual formation.



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3. Volunteers feel equipped and encouraged. They have what they need ahead of time and see their service as a calling and a place to grow, not just a slot to fill.
4. Kids Club has a healthy, trained volunteer team, scheduled well in advance and appreciated throughout the year.
5. Safety practices are in place and followed, and the culture of each room is one of care and trust.
6. Parents know what their kids are learning and feel connected to the church. Families are building real relationships with the church, with one another, and with the Director.
7. New families feel welcomed and at ease from their first Sunday.

DESIRED CHARACTERISTICS

- A rooted and abiding follower of Jesus whose leadership flows from a life with God, and whose faith is still growing and deepening.
- At home in the Apostles' Creed and the Platt Park Church statement of faith.
- Deeply aligned with the mission and values of Platt Park Church.
- Longs to see people come to know, love, and follow Christ in the context of real community.
- Genuinely delighted by kids, especially those under five. Patient, playful, and attentive to their hearts and questions.
- Brings training or experience with children, and a heart for creating spaces where they experience belonging and the love of Jesus.
- Compassionate and caring, with a warm presence and a heart for serving others.
- Gifted at equipping and encouraging volunteers, not just managing them.
- A humble, collaborative leader who works well with staff, volunteers, and ministry partners.
- Emotionally intelligent. Listens well, communicates clearly with people from diverse backgrounds, and handles conflict in healthy ways.
- Humble, credible, trustworthy, and teachable.
- Lives with integrity and discretion, and keeps confidences in sensitive pastoral matters.
- Organized, dependable, and self-motivated, while staying flexible and creative. Keeps a clear focus and vision.
- Sets healthy boundaries. Protects their own relationship with God and doesn't let constant needs take over their life.

COMPENSATION

Hours: 10 /week *additional stipend when event activities exceed scheduled weekly hours

Salary: Hourly

Benefits: Non-exempt, part-time position, not eligible for benefits