



JOB DESCRIPTION

Employee: Campus: **Lititz Campus**
Hire Date: Department: Support Staff
Job Title: Kids and Student Ministry Director **Reports To:** Campus Pastor
Employee Status: Full Time **Expected Hours:** 40 HRS per week

I. Purpose of the Job:

The Kids and Student Ministry Director is responsible for the implementation of the vision to ensure effectiveness and efficiency of the overall operations related to Victory Church's Kids and Student Ministry.

II. Experience and Knowledge Required:

- Experience in problem solving
- Supervise multiple projects effectively
- Must be a effective communicator to both large and small groups with excellent verbal, written and interpersonal skills
- Can effectively build and maintain healthy teams
- Proficient in Excel, Word, Google Suite. Must be willing to learn new programs.

III. Essential Functions and Responsibilities:

- Receive direction from both campus pastor and central student pastors and communicate direction to Serve Team coordinators, volunteers and follow up for completion of work
- Lead and develop current volunteers in kids and student ministries while identifying and developing future volunteers, pursuing best practices for all concerned, including self.
- Clearly and regularly communicate with volunteers
- Cast the vision for Kids and Student Ministry to volunteers
- Initiate new ideas to campus staff, KidsMin team, and Student Ministry team staff to make the kids and student ministry better

- Kids Ministry Specific Responsibilities:
 - Create a vibrant, fun and engaging Victory Kids environment and weekend experience for infants through 4th grade
 - Oversee the setup and operation of all Victory Kids environments for weekend services
 - Prepare curriculum (given by Central Services), media, supplies, and props for weekend services
 - Remain familiar with curriculum for all classes, so as to properly prepare and assist volunteers when needed
 - Purchase and set up supplies and props
 - Maintain classrooms and reset for each subsequent service
 - Make connection with all families with newborn(s) at the campus
 - Facilitate Child Dedication class and assist Campus Pastor in facilitating Child Dedication Service
 - Facilitate Kids Water Baptism Class
 - Collaborate with all Victory Kids Ministry staff in planning and implementing all church events (i.e. Parents Night Out, Family Fun Night, Sports Camp, etc.)
 - Create systems and events to communicate appreciation to Victory Kids Serve Team volunteers
 - Raise up leaders within Kids Ministry to assist leading others
 - Build and maintain a volunteer serving schedule
- Student Ministry Specific Responsibilities:
 - As part of Student Ministry team, plan and execute biblically accurate, culturally relevant, and high energy experience monthly for all VSM
 - Intentionally work to create and sustain a positive momentum, vibe, energy and spiritually constructive atmosphere for all involved
 - Relate to the unique needs of middle school and high school students
 - Effectively communicate in email, social media, print, stage, 1-ON-1's with parents and students
 - Relationally connect with new students and help connect them to their small group community
 - Encourage Students to attend Growth Track and get involved in a Serve Team
 - Collaborate with all Victory Student Ministry staff in planning and implementing all church events (i.e. Retreats, camps, and special events)
- Collaborate with all campus staff in planning and implementing any campus specific events
- Oversee all aspects of department administration (i.e. develop department budget, manage department budget, purchasing, accounting needs for purchase(s) reconciled with monthly statements, answering emails in professional and timely manner, etc.)
- Participate in Growth Track with Campus staff

IV. Meeting Schedule

- 1-ON-1 Meeting with Supervisor (as determined by Campus Pastor)

- Kids Ministry Director meetings (Bi-monthly)
- Student Ministry Director meetings (Bi-monthly)
- Campus Staff Meetings (as determined by Campus Pastor)
- Monthly All-Staff meeting
- Any other meetings as needed

V. Additional Requirements:

- Must share the mission, vision and values of Victory Church
- A love and calling toward ministry to students and families
- Positive attitude
- Socially poised and confident
- Heart of a servant
- Fun/enjoyable
- Loyal
- Contagious passion
- Assertive and motivated
- Teachable spirit
- Maintain a flexible schedule
- Highly relational (a person who likes working with students, adult leaders and families)
- Team player (work with staff, ministry leaders, the tribe, and community)
- Motivating personality
- Ability to think and act independently with a high degree of professionalism, discretion and confidentiality
- Be available for other tasks assigned by the Campus Pastor

VI. Personal Responsibilities:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and your ministry fourth
- Give at least 10% of your income toward the mission and vision of Victory Church
- Be loyal to the vision and staff of Victory Church and always protect the unity of the church
- Demonstrate a Christ-like attitude through all interactions with tribe, staff and volunteers
- Invest and invite the lost to know Jesus and come to Victory Church

VII. Physical Demands:

- Standing
- Walking
- Lifting
- Driving

Employee's Signature: _____ Date: _____

Direct Report's Signature: _____ Date: _____