



**GRACE**  
FELLOWSHIP

**POSITION:** Grace KIDS Director, Jefferson Campus

**REPORTS TO:** Jefferson Campus Pastor

**PURPOSE STATEMENT:** To help people live Jesus-centered lives by creating environments that point kids to Jesus and to partner with parents.

**EMPLOYMENT STATUS & HOURLY REQUIREMENTS:** Full Time, 40+ Hours (weekend responsibilities)

#### **POSITION RESPONSIBILITIES**

- Oversee Grace KIDS environment, including monthly theme/decor, and maintain a level of excellence in cleanliness and organization
- Organize and distribute the curriculum received from the Grace KIDS Central Services team, including editing lessons, gathering props, and assembling materials
- Lead campus-specific events (Baby Dedication; FX, etc.) and execute church-wide Family Ministry events
- Equip and train Grace KIDS volunteers and coaches and provide resources and support via emails, calls, and meetings
- Recruit, equip, train, schedule, and develop volunteer teams and leaders via orientation, resources, and ongoing support
- Mediate and resolve conflicts/challenges that may arise within your area of responsibility
- Lead Grace KIDS Jr Specialist & Admin
- Maintain Grace KIDS budget
- Other duties as assigned

#### **REQUIREMENTS AND QUALIFICATIONS**

- Passion for the local church focused on reaching the local community
- Honors and models the staff code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Code and Statement of Faith of Grace Fellowship through partnership

#### **PERFORMANCE MEASURES**

The Grace KIDS Director knows that they are doing a great job when Grace KIDS Ministry is adequately staffed, possesses a healthy team culture, Grace KIDS attendance is healthy, and weekend programming for Grace KIDS Ministry is routinely and excellently executed.

- 100% of Grace KIDS weekend services are adequately staffed

- 75% of Grace KIDS Ministry coaches are staffed
- 80% of the ideal number of volunteer positions are filled
- 10% Increase in Grace KIDS Camp Participation