



glen ellyn
bible church

Position Title: Children's Ministry Assistant Director

Reports To: CM Director

Classification: Part Time 20-25 hours/week

Department: Children's Ministry

JOB SUMMARY:

The Children's Ministry Assistant Director will be responsible for assisting in various aspects of programming and childcare. The CM Assistant Director will support the CM Director with Sunday morning programming and recruitment. In addition, assisting the CM Director in overall development, coordination and implementation for the ministry.

OBJECTIVES/PURPOSE

- Assist in the development and implementation of all children's programming including: ministry, vision, curriculum, calendar of events.
- Support the integration of GEBC's disciple-making philosophy within children's ministry, as well as integrating children within total church programming.
- Share in championing the vision of home being the primary venue for disciple-making and parents/grandparents acting as primary disciple-makers.
- Recruit, equip, train and encourage both paid and volunteer staff.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assist in implementing all CM programming and curriculum, including weekend worship services, summer outreach efforts, and midweek programming.
- Support all CM volunteers and share in the management of the CM budget.
- Attend CM staff meetings, support all volunteer training, and help manage CM communications.
- Partner with other programming staff in vision cultivation, prayer and providing caregiving to families and children in need.



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- Coordinate, recruit and plan Preschool programming on Sunday mornings as well as help plan additional events for preschool moms and kids.
- Hire and manage sitters for church events—including Tuesday morning Bible Study. Develop lesson plans for Tuesday morning kids.

QUALIFICATIONS:

Education/Certification: Bachelor's Degree, or comparable experience, required.

Experience Required: Experience working with children & adults.
Experience recruiting, training & supervising volunteers.
Experience in administration, education and event planning.

Skills/Abilities: Love for kids & passion for discipleship within the home.
Organized, self-motivated and ability to multitask.
Knowledge of child development ministry needs.
Creative and a team player.

If you are interested in this position please send your résumé to Amy Coyle, Children's Ministry Director – acoyle@gebible.org