

Waypoint Church
Children's Director - Elementary
Job Description

Job Title: Children's Director - Elementary
Department: Generations
Reports To: St. Charles Campus Pastor
FLSA Status: Exempt, Full-Time

SUMMARY

The Elementary Director, as a member of the Generations Team and Leadership staff, will be responsible for providing leadership and oversight to the spiritual formation of elementary-aged kids and equipping their parents to be spiritual leaders for their family. The Elementary Director will be a leader of leaders who is highly relational and possess a team mentality in interactions with staff and volunteers. The Elementary Director will champion the vision of Waypoint Church and the WayKids Ministry through consistent weekend programming and special events. The Elementary Director is expected to contribute to the culture of the staff through fellowship, cooperation, encouragement, and prayer support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ministry

- ☐ Champion vision and develop strategic plans consistent with Waypoint Church and Generations Ministry philosophies.
- ☐ Implement and coordinate ministry plans in order to achieve short and long-range ministry objectives.
- ☐ Oversee all major teams and aspects within the Elementary Ministry, including Sunday programming for kindergarten through fifth grade, Special Focus Ministry, and special events.
- ☐ Recruit, equip, and oversee all levels of leadership within the Elementary Ministry including volunteers, parents, interns, residents, and paid staff.
- ☐ Responsible for the selection and evaluation of all teaching materials and curriculum to be used within the Elementary Ministry.
- ☐ Stay current with trends in Elementary Ministry, implementing an effective program for families while evaluating sustainability for the volunteer team.
- ☐ Intentionally build relationships with kids and their families.
- ☐ Create and maintain safe and welcoming environments for kids and their families with special attention to the experience of guests.
- ☐ Align Elementary Ministry with the other age segments of the Generations Team while working to strengthen the team.
- ☐ Effectively communicate with volunteers, parents, and our church via approved communication platforms, social media, and printed materials.
- ☐ Build and manage the WayKids Budget for Elementary Ministry in alignment with annual goals.

General Expectations

- ☐ A teachable and enthusiastic learner.
- ☐ Present for regular worship services and special events.
- ☐ Attends all staff meetings, retreats, and conferences as directed.
- ☐ Maintains flexible working hours as determined by the needs of the ministry.
- ☐ Contributes to the culture of Waypoint through consistent collaboration with other staff.
- ☐ Self-starter needing minimal supervision.
- ☐ Begin and end projects within reasonable timeframe.
- ☐ Proficient with current technology and communication tools.
- ☐ Knowledgeable concerning relevant legal and governmental guidelines, regulations, laws, and ethical issues.

- ☐ Aligned with organizational vision, goals, values, and policies of Waypoint Church.
- ☐ Represents the Elementary and Generations ministries well to staff, our team leaders, parents, and the church.

PERSONAL QUALIFICATIONS

Character Traits

- ☐ Passion for Christ, the gospel, and the local church
- ☐ Evidence of continued spiritual growth
- ☐ High integrity and strong work ethic
- ☐ Flexible and teachable
- ☐ Self-directed team player
- ☐ Maintains confidentiality

Gifts, Skills, and Talents

- ☐ Administration and organization
- ☐ Strong oral and written communication to both children and adults
- ☐ Creative, strategic thinker
- ☐ Discernment
- ☐ Good listener
- ☐ Maintains composure under pressure

EXPERIENCE

- ☐ Experience in childhood education or children's ministry preferred.
- ☐ A track record of success in recruiting, developing, and leading volunteers and teams.
- ☐ Ability to create a strategic ministry plan and associated budget.

EDUCATION

- ☐ Bachelor's degree in education or Christian ministry preferred.

SUPERVISORY RESPONSIBILITY

- ☐ WayKids Supply Coordinator
- ☐ WayKids Ministry Assistant

WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, moderate lifting (50 pounds), good hearing, voice control and good vision. The noise level and the work environment are usually moderate.