

# BranchKids Director



The Director of BranchKids will be part of a staff team committed to mutual love, respect and care. Therefore, the ability to collaborate and communicate within a team is essential. As a part of this team, the children's director will help lead our community and its children (*Birth-6th grade*) into an ever-deeper love of God and others. This will happen not only on Sunday morning, but perhaps as importantly, with a parent at a coffee shop, during team building exercises, and while empowering a volunteer.

## Our Commitment to You

We want you to know that you are not alone. We will dream together; encourage one another; challenge each other and love each other. We are in this together. Which means that...

- ◆ We are committed to caring for you as a member of our family.
- ◆ We are committed to creating an environment where your gifts and passions can grow.
- ◆ We are committed to providing meaningful opportunities to serve others.
- ◆ We are committed to listening to you and valuing your ideas.
- ◆ We are committed to honoring your work with a salary that is mutually agreeable and fair.
- ◆ We are committed to holding you accountable to a Christ-like character and encouraging you in your walk with Christ.
- ◆ We are committed to giving you the freedom to be yourself – to lead as you have been gifted to lead – to pursue the ideas that God is placing on your heart.

## Your Responsibilities

### *Vision*

- ◆ Determine and communicate overall vision and direction of BranchKids to parents and volunteers.

### *Empowerment:*

- ◆ Empower existing “room” leaders in their areas of giftedness and passion.
  - Meet regularly with these leaders
  - Entrust significant responsibilities to these leaders
- ◆ Empower volunteers to contribute in their areas of giftedness and passion.
  - Entrust volunteers with specific and significant responsibilities.
- ◆ Invest in volunteers by encouraging and thanking (email, card, phone call, etc) two volunteers per week.
- ◆ Create consistent communication (i.e. newsletter) tools to inform and empower parents.

### *Administration:*

- ◆ Train and unify the team of volunteers.
  - 1 annual training and thank you meeting
- ◆ Recruit and schedule volunteers.
  - create the quarterly schedule
  - recruit new volunteers to fill the holes and possible create a “sub list”
  - send weekly reminder emails to those scheduled in the upcoming Sunday
  - fill the occasional hole on Sunday mornings
- ◆ Greet and welcome parents each week (be the “face” of BranchKids).
- ◆ Oversee the implementation of the curriculum on Sunday mornings.
  - Buy and prepare crafts/supplies for lessons
  - Make sure rooms are stocked each week with materials and snacks
  - Make weekly copies
- ◆ Revise the registration process as necessary
  - Create name tags for volunteers
  - Update name tags as needed (new name tags for new children)
- ◆Organize annual cleaning/organization day
- ◆Create annual “wish list” of supplies/toys/items needed in BranchKids. This wish list is shared with the Branch.

## Qualifications

- **Jesus Follower** – a commitment to knowing and following Jesus Christ.
- **Commitment to Missional Life** – the well-qualified applicant will understand and exhibit a personal commitment to participating in the mission of God in the world.
- **Experience Leading** - the well-qualified applicant will have had experience leading others, preferably in an environment that included the care of children.
- **Ability to Delegate and Empower** - must be able and willing to let others have significant ownership and involvement in BranchKids. Ability to discern someone's abilities and gifts, and then delegate appropriate responsibilities is a must.
- **Team Builder** – must have excellent communication skills with the ability to build trust and collaboration in personal and team relationships. Must be able to build unity of purpose and guide team members through potential conflicts.

This is a 10 hour per week position, with a stipend ranging from \$120 to \$160 per week based on qualifications and experience.

Resumes can be sent to co-pastor Chris DeBlaay at the [chris@thebranchonline.org](mailto:chris@thebranchonline.org). Please include at least three references that would speak to your skills and abilities relevant to the position.