

# The Crossing

## Position Profile

Date: 12/05/18

Position Title: Elementary Director

Ministry

Operations

Department: Children's

Reports to: Children's Pastor

Status: Part Time Full Time

Non-Exempt

Exempt

Total Hours per week: 25

Weekend Hours: (10 of the total)

### Summary of Role

Elementary Director is responsible for implementation of the vision, strategy and tactical elements for Children's Ministry at The Crossing.

### Ministry Responsibilities (if applicable)

- Create and Deliver an extraordinary weekend experience
- Recruit, Disciple and Develop leaders and volunteers
- Communicate with, and Equip parents to disciple children

### Responsibilities

- Carry and communicate the vision for Children's Ministry
- Review and develop curriculum for the Elementary program
- Develop and implement strategies for recruiting and retaining leaders and volunteers
- Staff classrooms
- Implement and maintain all safety and security processes
- Participate in leadership level staff meetings and time away as required
- Cooperate with the Children's Pastor by performing any other duties when assigned
- Teach, when requested or needed
- Develop relationships with Elementary (1<sup>st</sup> grade – 5<sup>th</sup> grade) aged kids and their families
- Ensure that rooms and facilities reflect a safe, professional, Christian environment

### Qualifications

- Growing walk with Jesus Christ, exemplified by a life of obedience and example
- Whole-heartedly supports the vision, values and ministry philosophy of The Crossing
- Brings the full tithe to The Crossing
- Passion for ministry to children and seeing both parents and children grow in faith
- Ability to multi-task and value the importance of organization and details
- Possessing strong interpersonal skills with the ability to maintain healthy and motivating relationships with staff, coworkers, and volunteers.
- Proficient use of PC and Mac platforms/software (document processing; media preparation and presentation)
- BA or equivalent (Preferred)