

***Scarlet City Kids Director***

Position: Scarlet City Kids Director

Reports To: Lead Pastor

Category of Employment: Part-Time (20 hours weekly) / Salaried

Pay & Benefits: commensurate with experience

**OVERVIEW**

Scarlet City Church is looking for a grace-filled leader who loves children to lead Scarlet City Kids (SCK). SCK provides a clean, safe, and fun environment for children to encounter the gospel. The ministry currently has four volunteer-staffed classrooms for Sunday worship gatherings: Nursery, Toddler, Pre-K, and Elementary. The SCK Director will provide vision and organizational leadership for the ministry, reinforce a culture of grace and wholeness, and build a foundation of spiritual formation for children.

**IDEAL CANDIDATE**

* Aligns with Scarlet City Church’s core purpose, values, and ministry approach
* Passionate about children and committed to their holistic flourishing
* Embraces spiritual formation as a means of growth and discipleship
* Visionary leader who can pioneer and refine processes
* Builder of teams who can develop and manage volunteers
* Gifted in organization and administration
* High emotional intelligence
* Communicates effectively and works well with others
* Willing to participate in the overall life of Scarlet City Church

**ABOUT US**

Scarlet City Church was established in 2011 to be a people joining God’s story of transformation and renewal. Distinguishing qualities of the church include: gospel-centered approach to ministry, worship gatherings that combine ancient and contemporary expressions, spiritual formation-focused discipleship, and a commitment to work for justice and the common good of Columbus, Ohio. In 2019, Scarlet City purchased a facility on the corner of Morse Road and High Street in the Clintonville-Beechwold neighborhood.

Scarlet City is a young growing church with a small staff committed to help people flourish.

**MINISTRY ROLES & RESPONSIBILITIES**:

Vision & Volunteer Development (20% / ~4 hours/week)

* Cast vision and oversee ministry that emphasizes spiritual disciplines such as prayer, Scripture, making space for God, etc.
* Train, coach, and care for SCK leaders and volunteers
* Research and select curriculum for each classroom
* Seek creative ways to encourage kids and families during the week
* Develop and execute at least two non-Sunday events to minister to kids and families per year

Administration (40% / ~8 hours/week)

* Recruit, train, and schedule SCK volunteers
* Maintain a secure and efficient check-in and check-out process
* Maintain data on families and children in church database
* Communicate regularly with members and attendees who are parents, and follow up with new families
* Ensure safety guidelines are properly implemented
* Recruit paid or volunteer childcare workers for special church events
* Assemble and manage curriculum for Sunday SCK classes
* Manage SCK budget
* Effectively utilize provided technology (label printers, tablets for check-in, Planning Center suite of software, etc.)

Sunday Service (20% /~4 hours/week)

* Ensure classrooms are prepared and volunteers are present before families arrive
* Provide a hospitable, gracious, and encouraging presence to volunteers, children, and parents
* Serve as teacher, volunteer, or sub in classrooms occasionally, but plan to be present in adult worship gathering at least 2x a month

Staff Involvement (20% /~4 hours/week)

* Participate in weekly staff priorities meeting
* Meet with Lead Pastor for check-ins, development, and reviews
* Participate in strategy and team building events
* Participate in Explore, membership meetings, and other events

For more information about Scarlet City Church, visit scarletcitychurch.org.

Interested applicants should submit a resume and cover letter (optional) to

Amanda Robinette – amanda@scarletcitychurch.org.