

Children's Ministry Director Job Opening

Expected start date: July 1, 2020

Position type: Full-time

Salary: Commensurate with educational background and experience

If interested, please **apply before February 29, 2020** by contacting and emailing your resume to jacyyu@gmail.com, (805) 380-5376

Job Description/Duties

- Direct and manage **Sunday Programs**; choose/create curriculum for Large Group teaching (Kids Church) and small group teaching (Sunday School), lead children's worship
- Direct and manage **AWANA** (Tuesdays; through school year), organize volunteers, schedule, supplies and special events and outings.
- Direct and manage **VBS** (Vacation Bible School; end of June) curriculum, volunteer recruitment, Afternoon Program, marketing, registration and follow up
- Support and equip **all volunteer teams** with planning, vision casting, training, resources, feedback, encouragement and demonstrations of appreciation.
- Ensure frequent and thorough communication with parents through updates on curriculum details, upcoming events throughout church, and social media.
- Maintain current records and databases for volunteer contact information, applications, and background checks.
- Oversee budget, record expenditures.
- Coordinate Nursery staff/volunteers and maintain supplies and Nursery environment.
- Plan and organize special event childcare, service projects/missions for families, and holiday programs (Christmas, Easter, etc).
- Build relationships with parents/families and create and lead classes/seminars to equip parents to disciple their children.
- Continually assess needs and flow of all points of Children's Ministry contact and make adjustments where appropriate to best serve CCCTO's three congregations (Mandarin, Cantonese and English).



**CHRIST
COMMUNITY
CAUSE**

CHINESE CHRISTIAN CHURCH OF THOUSAND OAKS 218 W. JANSS RD. THOUSAND OAKS, CA 91360 WWW.ENGLISH.CCCTO.ORG

Qualifications

<u>Minimum</u>	<u>Preferred</u>
Must be a mature, born-again Christian with a personal, active and growing relationship with Christ	
Have a clear calling from God to serve	
B.A. in Education or related educational field	Seminary degree
2 years administrative experience in a Children Ministry program	4+ years administrative experience in a Children Ministry program
	Bi-lingual in English and Mandarin
	Understanding of Asian cultural backgrounds