



**Job Title:** Grace Kids Director

**Position:** Full-time

**Duties and Responsibilities:**

- Director of Birth through 5th grade
- Prepare curriculum materials for PreK-3rd grade
  - PreK: Bible App for Kids
  - Kindergarten-3rd: Orange Curriculum
- Weekly scheduling of volunteers Birth through 3rd grade
- Sunday morning set up of rooms
- Volunteer Recruitment for Grace Kids
- Coordination of Special Events/Special Events childcare
- Oversee the Kids Team
- Administrative tasks
  - Weekly emails
  - Report kids numbers from Sunday
  - Report volunteer numbers from Sunday

**Characteristics/Qualities:**

- Strong communication and organizational skills
- Strategic and creative thinker capable of thinking through the details of a plan
- Friendly, patient, flexible, and prompt
- Ability to work well with children, parents, volunteers, and other staff members
- Passionate with a heart for children
- Thrives in community