

The Orchard Evangelical Free Church Job Description

JOB TITLE: Director of Children's Ministries – Northfield (Part Time – 20 hours)

REPORTS TO: Campus Pastor

PURPOSE: The Director of Children's Ministries is a campus-specific position that provides program leadership and support for children and their families from birth through the fifth grade.

RESPONSIBILITIES

- Plan, develop and oversee the ministries to children which include children's Sunday school, nursery, Awana Clubs and other special events throughout the year.
- Recruit, screen, train, and manage adult and youth volunteers for the various roles within children's ministries.
- Establish a welcoming presence through warm greetings and follow up with new families.
- Act as the liaison between The Orchard and Christian Heritage Academy to address facilities and scheduling issues related to Children's Ministries activities and events.
- Other duties as assigned by the campus pastor.

QUALIFICATIONS

- 3-5 years of children's ministry experience desired
- Must be available to work Sundays from 7 a.m. – 12:30 p.m.
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers
- Demonstrate professionalism through appearance, attitude, personal interactions
- Self motivated and able to initiate projects and work independently
- Computer literate in order to complete necessary tasks within software applications
- Positive and supportive attitude

To apply for this position call Beth Acosta, HR Director, at 224.764.4082 or send cover letter and resume to bacosta@theorchardefc.org.



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