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**Job Description – Director of Children and Youth**

**Overview**

The Director of Children and Youth is a part-time position, defined at 0.50 FTE (i.e. 20 hours per week). Principle duties are to coordinate and execute regular programming for children and youth.

**Responsible for:**

Kids Church

* Organizes and executes weekly Kid’s Church programming
* Finds and trains volunteers for Kids Church
* Finds and/or develops curriculum that is applicable, engaging and easily implemented.
* Position does not require weekly teaching at Kid’s Church, however, requires an active presence in weekly Kid’s Church activities.

Youth Group

* Organizes and executes weekly programming for our Junior High and Senior High Youth
* Finds and trains volunteers for Kids Church
* Finds and/or develops programming that is applicable, engaging and easily implemented.

VBS

* In conjunction with the Pastor of Discipleship, the Director of Children and Youth will organize a yearly VBS programming to be held during the summer.
* Duties include finding appropriate curriculum, finding volunteers, training of volunteers, developing registration materials.

**Additional Roles, Responsibilities and Responses**

* As time and circumstances allow there will be further conversations between Church Council, Pastor of Discipleship and Director of Children and Youth in regards to the development of a mid-week children’s clubs program.
* Will become familiar with the **SAFE CHURCH AND CHURCH PROGRAM POLICY** and ensure its effective and safe implementation.
* Abides by the *Ethics in Ministry –* Section V. in *A Mennonite Polity for Ministerial Leadership.*
* Observes and respects gender boundaries when interacting with staff, church members and all other persons.
* Is subject to reference checks, a police record check and an Abuse Registry Check.