

**Director of Children's Ministry  
Park Hill Christian Church**

**Position Title:** Director of Children's Ministry

**Position Status:** Part-time salaried employee

**Position Summary:** Create, plan, manage, and direct all aspects of the children's ministry (preschool - 5th grade) which includes, but not limited to, Sunday school, Children's Chapel, mid-week activities, special events, and Vacation Bible School (VBS).

**Compensation:** Commensurate with skills and experience.

Park Hill Christian Church (PHCC) is a growing multi-generational church in North Little Rock, Arkansas. PHCC is a Bible based community church with a vision to make disciples, grow relationally, and be a people who share Jesus as we try to model Jesus in our city and world. The Children's Director will oversee the preschool - 5<sup>th</sup> grade ministry and work with other staff, parents, and volunteers.

**General Qualification for this Position:**

- Minimum of high school diploma (or equivalent GED) and 1-3 years experience working with children; educational background in Christian Ministries, Biblical Studies or related field preferred.
- Desire and ability to work in children's ministry as a way to serve God and share Jesus with children.
- Knowledge and skills to lead the children's ministry.
- Ability to work with children, volunteers, staff, and parents to coordinate children's ministry.
- Ability to quickly make changes, corrections, and solve problems under pressure.
- Self-starter with a high degree of discipline, strategic focus, high energy, and excellent organizational skills.
- Clearance of criminal background check.

**Specific Responsibilities and Job Duties:**

- Lead and manage all aspects of the children's ministry.
- Help recruit and train leaders, teachers, and volunteers.
- Help manage the overall curriculum; to include the acquisition, editing and distribution of materials, crafts, and supplies.
- Encourage and support all volunteers in the tasks of planning and fellowship.
- Obtain, edit, and distribute curriculum/crafts/supplies for workers, as needed.
- Plan and support children's special events, including marketing efforts - social media, print materials, outings, camps, etc.
- Prepare and manage annual budget for children's ministry.
- Participate in appropriate church meetings as needed.
- Participate in outreach to young families.
- Communicate children's ministry activities to the church through periodic reports.
- Dedicate at least twelve (12) hours per week in order to fulfill these obligations.

Please email your resume to [robin@parkhillchristian.org](mailto:robin@parkhillchristian.org)