



Position Title: Associate Director of Children and Youth Ministry

Position: 40 hours per week, requires some weekend and evening work.

Primary Function: To support and assist Children & Youth Ministries in addition to program leadership over the preschool & middle school ministries. This role reports to the Director of Children and Youth Ministries.

Essential Functions:

- Oversee ministry programming for preschool and middle school including oversight of Sunday school, Worship and Wonder during Sunday worship services, and youth group.
- Engage in relational work with children and parents.
- Help create and oversee bridge ministry for 4th and 5th grade students to support transition to youth ministry.
- Assist in recruiting volunteers and manage scheduling, background checks, and support for teachers, advisors, mentors, and nursery workers.
- Provide support for monthly children and youth ministry events: purchase supplies, organize volunteers, and communication.
- Help keep spaces organized.
- Collect documents, make bookings, and support trips: Montreat, service partnership, etc.
- Collaborate with other ministry areas to support children and youth in other ministries including, but not limited to, outreach, worship and music, fellowship and recreation.
- Perform other duties, as requested.

Minimum Requirements:

- Love of God and people with special gifts in connecting with children and youth
- Follow through on administrative work without supervision
- Self-starter and use independent judgment
- Must be able to engage in public speaking in both classroom and worship settings
- Maintain confidentiality
- Function as part of a ministry team with a wide variety of people
- Manage multiple tasks, some of which arise unexpectedly
- Excellent time management skills and ability to multitask and prioritize work
- College degree required with some theological training or open to continuing education
- Writing and editing ability, possess proficiency in grammar, usage, and style.
- Must be able to communicate clearly both verbally and in writing with members, staff, and the public.
- Requires the ability to operate general office equipment such as a personal computer and telephone
- Heart for children and youth with the ability to lovingly manage a classroom.
- Requires some lifting and carrying objects, such as office supplies, weighing up to 15lbs

To apply send email your resume and three references to hiringcommittee@idlewildchurch.org All employees must be able to pass a criminal background check.

Compensation Range: \$40,000 - \$50,000 plus a very generous Benefits Package (Medical, Dental, Vision, Paid Time Off and more.) Relocation assistance available.