



CHILDREN'S MINISTRY DIRECTOR

Position Objective

Children's Ministry Directors are responsible for directing the department in providing an environment where guests may come to hear the Word of God proclaimed by ministering to the children and youth through Bible lessons and activities in a manner that is consistent with the Philosophy and Extended Objectives of Blue Mountain Christian Retreat & Conference Center.

Job Duties & Responsibilities

- Serve as primary director to hire, train, and supervise all Children's Ministry Counselors.
- Work closely with Ministry Coordinator and Executive Director to develop the program for spring and fall weekend events, as well as summer family weeks, focused on ministering to children and families.
- With Executive Director, set overall vision of quality of care expected from Children's Ministry Counselors in regards to safety, stewardship, and counsel given to children and youth on the grounds.
- Set system in place for Children's Ministry Counselors to follow when scheduling their themes, Bible lessons, activities, and skits for the week.
- Inspect, correct, and approve all themes, Bible lessons, activities and skits created by Children's Ministry Counselors.
- Seek to develop positive, loving relationships with children, youth, counselors, and parents by applying basic development principles and communication skills.
- Manage the participation in, development of, and instruction provided during scheduled activities with all guests.
- Alert other departments (office, maintenance, housekeeping, etc.) of needed maintenance preventing the usage and proper care of equipment and amenities.
- Assist with other aspects of the ministry as assigned by Executive Director.
- Maintain safe storage of all equipment.
- Assign and supervise other duties and projects to Children's Ministry Counselors.
- Anticipate, understand, and respond to the needs of the guests when on the grounds.

General Qualifications

- must have a true born again experience
- a love for the Lord Jesus Christ
- a desire to see people come to the knowledge of the salvation available through Jesus Christ
- must have experienced or be open to the Baptism of the Holy Spirit
- be in agreement with BMCR Doctrinal Statement, Personal Principles and Practices, Policies, and Procedures
- a servant's attitude that places others ahead of self
- must live a Godly lifestyle
- attend scheduled staff meetings
- a willingness to place oneself under the headship of BMCR

Education • Minimum High School Diploma or its equivalent

Work Experience

- Minimum of 2 years of management/supervisory experience in related field

Knowledge, Skills and Abilities

- Gifted in creating and teaching Bible-based curriculum. • Possess an ability to establish priorities, work independently, and proceed with objectives without supervision.
- Fit to serve in a fast-paced environment and multitask. • Excellent written and verbal communication skills through any and all means of communication.
- Exemplary interpersonal skills, high degree of emotional intelligence, and the mind to remain calm in stressful situations. • Follow and uphold all safety and security rules and procedures. • Capable of observing staff and guest behavior, discern it's appropriateness, and enforce safety, emergency, or disciplinary procedures and apply appropriate management techniques.
- Equipped to understand, implement, and communicate safety regulations and procedures to staff and guests.
- Able to obtain any certifications that may relate to the position.

Physical Demands

The physical environment requires the employee holding this position to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions on uneven and hilly terrain. While performing the duties of this job, the employee is required to be constantly performing tasks requiring action of muscles or groups of muscles with the use of foot and/or hand-eye coordination such as: sitting, standing, walking, running, squatting, kneeling, twisting, bending, and carrying or otherwise manipulating large objects. The employee must be able to lift and/or move up to 50 pounds regularly.

Requirements

- Remain faithful to Personal Principles, Practices, and Policies as expressed in the BMCR Staff Manual.
- Set a good example to guests and staff by placing a priority on the health of your spiritual walk.
- Adhere to company dress code and professional standards for personal grooming and appearance.
- Work evenings, weekends, and some holidays.
- Must make up hours out of season by working in other departments. • Satisfactory completion of background investigation. • Verify employment eligibility through completion of USCIS Form I-9.