

MIDTOWN CHURCH

(INTERIM) KIDS DIRECTOR : JOB DESCRIPTION

Job Title: Interim Kids Director

Department: Kids

Temporary / Full-Time

Expected Duration: Through January 2027 or until a permanent Kids Director is hired, whichever occurs first.

[CLICK HERE TO APPLY and UPLOAD YOUR RESUME.](#)

PURPOSE OF ROLE:

The Interim Kids Director provides hands-on leadership and day-to-day oversight of Midtown Kids Ministry during a season of transition. This role is responsible for ensuring a safe, organized, welcoming, and spiritually healthy environment for children, families, volunteers, and staff at both Midtown campuses.

The Interim Kids Director serves as the primary leader and point of contact for Kids Ministry, providing direct supervision to staff, support to volunteers, and visible leadership to parents. The focus of this role is maintaining ministry excellence, supporting the existing team, strengthening communication, and ensuring smooth execution of all Kids Ministry programming while helping prepare the ministry for its next season of leadership.

The ideal candidate is a capable leader who can provide stability, supervision, and operational oversight during a season of transition. This individual must be able to effectively manage staff, support volunteers, communicate with parents, oversee ministry operations, and ensure the ongoing health and effectiveness of Midtown Kids Ministry until a permanent Kids Director is hired.

QUALIFICATIONS:

- Demonstrates spiritual maturity and alignment with Midtown Church's mission, values, and culture.
- Proven leadership experience supervising staff, employees, or volunteer teams.
- Ability to provide direct supervision, coaching, accountability, and performance feedback to staff members.
- Strong organizational and administrative skills, including planning, prioritization, and follow-through.
- Experience managing schedules, coordinating teams, and overseeing ministry or organizational operations.
- Ability to manage departmental budgets, track expenses, and steward resources responsibly.
- Strong communication and interpersonal skills with the ability to build trust among parents, volunteers, staff, and church leadership.
- Demonstrates sound judgment, discretion, and the ability to navigate conflict and sensitive situations with professionalism and grace.
- Ability to recruit, develop, and retain volunteer leaders.

- Comfortable making decisions, solving problems, and taking initiative with minimal supervision.
- Experience in Kids Ministry, Family Ministry, education, nonprofit leadership, church operations, or a related field preferred.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Ministry Operations and Program Oversight

- Oversee the day-to-day operations of Kids Ministry at both campuses.
- Ensure all Sunday and midweek programming is organized, staffed, and executed effectively.
- Maintain consistency in ministry environments, classroom standards, and ministry practices.
- Coordinate schedules, supplies, curriculum implementation, and ministry logistics.
- Identify and address operational challenges in a timely manner.
- Work closely with church leadership to ensure alignment with overall church priorities.

B. Staff Supervision and Leadership

- Directly supervise Kids Ministry staff and provide ongoing coaching, support, and accountability.
- Conduct regular check-ins with team members to ensure clarity, communication, and healthy team dynamics.
- Assist staff in problem-solving, decision-making, and ministry execution.
- Foster a positive, collaborative, and Christ-centered team culture.
- Ensure responsibilities are clearly assigned and carried out effectively.

C. Volunteer Leadership and Support

- Recruit, schedule, train, and support volunteers as needed.
- Ensure volunteer teams feel equipped, appreciated, and cared for.
- Maintain volunteer screening, onboarding, and training processes.
- Provide regular communication and encouragement to volunteer leaders.
- Address volunteer concerns and support healthy team relationships.

D. Parent Engagement and Communication

- Serve as a visible and accessible leader for families on Sundays and at ministry events.
- Build trust and strong relationships with parents through consistent communication and presence.
- Respond promptly to parent questions, concerns, and ministry needs.
- Partner with parents by providing resources, encouragement, and support for their child's spiritual growth.
- Help families feel welcomed, informed, and connected to Midtown Kids Ministry.

E. Safety and Ministry Excellence

- Ensure all safety policies, check-in procedures, classroom standards, and volunteer screening requirements are followed consistently.
- Oversee incident reporting and follow-up communication when necessary.
- Maintain a safe, clean, organized, and welcoming environment for children and families.

- Monitor ministry effectiveness and identify areas for improvement.

F. Other duties

- Perform other duties and responsibilities as assigned by supervisors.
- Assist with church-wide events and seasonal ministry initiatives as needed.

III. MISSION CRITICAL QUALITIES/RESPONSIBILITIES

- Proactively communicate, support & fulfill the mission, vision, core values, purposes & goals of Midtown Church.
- Maintain open & frequent communication with supervisor, staff & team.
- A faithful follower of the Lord & member of Midtown Church.
- Lives into the Midtown Church Culture & Values and adheres to the Midtown Church employee handbook.
- Consistently attends Midtown worship services.
- Participates in a community life group.
- Expresses warmth, care, & respect towards others
- Works well on own, is self-motivated, responsible & takes initiative.
- Has the flexibility & grace to accept & adapt to sudden changes in plans.
- Able to maintain confidentiality and handle sensitive information in a professional manner.

IV. TIME COMMITMENT

- Attend regular staff & department meetings.
- 40 hours per week, may include evenings and/or weekends and all-church events.
- Midweek nights, Sunday services, assist at conferences/events as needed.
- Supervisor and teammates should be informed in advance of adjustments to the agreed upon schedule.
- Office hours may be adjusted for weekends or events as agreed upon.