



Job Description

September 30, 2020

Title:

- Director of Kids and Youth Ministries

Summary:

We are looking for an energetic person with a passion to see the next generations grow in their love for God and who inspires and leads volunteers to do the same. Our Kids and Youth need someone who can be flexible with current pandemic circumstances while planning and building for the future. We desire someone who has a long-term calling to kids and youth ministry.

Overview:

- Design, lead, promote, and evaluate Winnipeg Centre Vineyard's (WCV) ministries to children and youth in consultation with the WCV Leadership team.
- Recruit, train, and supervise Kids and Youth Ministry volunteers.
- Provide leadership for Kids and Youth ministry activities.
- Oversee the "Plan to Protect" program with respect to these ministries.
- Prepare budget requests and forward to the Board of Directors (BOD).

Duties:

Note: All regularly scheduled kids and youth activities have been suspended as a result of current pandemic circumstances. This presents an opportunity to be creative and nimble in how our kids and youth ministry responds to the needs of our children, youth and families. We don't have to do the same thing we've always done but can re-envision this vital ministry as we move forward.

Sunday morning Kids and Youth:

- Oversee and envision all activity related to kids and youth activity on Sunday mornings.
- Train and develop new leaders and volunteers.
- Research and develop/or choose curriculum.

Weekday Youth Activities:

- Oversee the various youth groups meeting during the week:
 - Club 56 (grades 5 & 6)
 - Youth (grades 7-9)
 - Senior Youth (grades 9-12)

Other:

Note: Specific responsibilities and leadership will be crafted around the individual strengths of the successful candidate.

- Oversee all aspects of registration for programs within Kid's Ministries.

- Regular check-in with all volunteers and coordinators, getting feedback, encouraging and supporting, as necessary.
- Ensure curriculum is ordered and in place for all sub-ministries, ordering/purchasing materials as requested by coordinators, check incoming orders, ensure payments made, etc.
- Ensure a schedule is in place, manage the volunteers and the coordinators, make sure all areas are 'staffed' appropriately.
- Check-in with the volunteer coordinators at the end of Sunday gatherings.
- Fill in the gaps where volunteers/teachers are not available.
- Maintain files in the office in coordination with WCV Administration.
- Give leadership to, and stay up-to-date on all safety related initiatives and requirements including:
 - Adhering to and maintaining the Plan to Protect policy.
 - Ensuring all volunteers are screened and updated appropriately (Criminal Record checks, Child Abuse Registry checks).
 - Managing the KidCheck sign-in program.
 - Staying up-to-date with and adhering to health and safety protocols.

Financial & Time:

- 15 hours / week to start. *Note: there may be opportunity for hours to increase.*
- Remuneration negotiable based on experience.
- Occasional attendance of staff meetings

Relationships:

- Supervised by Pastor and Board of Directors.
- Will meet occasionally with BOD representatives / supports.
- Directly oversees leaders in each area listed above.
- Communicates on all vision related items with Pastoral and Lay Elders.
- Communicates on all financial and asset based items with the BOD representatives.
- WCV Administration is available to assist in administrative tasks including scheduling, policies, registration, communication, Kid Check, etc.

Skills and personal qualities needed:

- Relational, personable, motivated, efficient and organized.
- Loves God deeply, loves others genuinely. Sound Biblical knowledge.
- Leadership calling, pastoral gifting, team player.
- Highly organized with a demonstrated ability to establish priorities, plan communications, and execute/implement these.
- Leadership experience and the ability to provide leadership to a large number of volunteers.
- Ability to connect with kids and youth.
- Experience working in a ministry context with children and youth is an asset.
- Relevant computer skills including:
 - Word processing, volunteer management, KidCheck software, Wordpress (website posting), Google Calendar, Social Media, Planning Center.
- Complete Plan To Protect training.

We Value:

- Leaders who lead as servants.
- Leaders who model their own discipleship through action and contemplation.
- Leaders who are vulnerable and open.
- Leaders who “walk with a limp”.
- Leaders who pray and are diligent to discern the leading of the Holy Spirit.
- Leaders who can demonstrate God’s call in their lives.
- Leaders who are described by others as self-aware, wise and inspiring.

To Apply:

- Please forward a cover letter and resume to: WCVadmin@WCVchurch.ca
- Should you be invited to participate in the next stage of the hiring process, we will be asking for two references, one from each of the following categories:
 - Current or recent leader you have served with.
 - Spiritual mentor.
- Applications will be accepted until **October 28, 2020**.