

Position: Arden Kids Director

Reports to: Arden Campus Pastor

Central Coach: Central Kids' Director

Job Location: Arden, NC

Position Type: Full-time

Summary of Position: Oversee all Arden Kids' ministry programming (Birth-5th) along with partnering with families to be the primary disciple maker of their kids. Faithfully serve as the leader of the Arden Kids ministry by equipping Reach Team volunteers for all gatherings. This role also includes providing leadership, vision, & care to the Arden Kids' staff team.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings
- Minimum of high school diploma or equivalency; college degree and 2 years of relevant experience preferred
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

Essential Responsibilities

- Develop and provide leadership and vision to the Arden kids' staff.
- Oversee and provide leadership to all regularly scheduled activities by working alongside the Arden Kids team. Sunday morning connect groups, BK Wednesdays, Kids' Worship, Adventure Week, Family Fun Fest, etc.
- Schedule small and large group leaders for Grade School Ministry each week
- Maintain the Arden Kids Ministry budget, and delegate accordingly.
- Cast vision for growth in Arden kids' ministry, and advocate for needed or suggested changes.

- Create, evaluate, and implement yearly goals and action plans for Arden kids' ministry.
- Recruit, train, motivate, and retain volunteers. Continually communicate with volunteers.
- Work in conjunction with the Central Kids Director to implement approved weekly curriculums and kids' worship experiences in preschool and grade school environments by providing vision and working alongside Arden preschool and grade school coordinators.
- Greet, welcome, orient new families to kids' ministry. Contact First Time Visitor Families.
- Meet with parents as necessary (discipleship, baptisms, etc.)
- Attend all assigned meetings:
 - Arden Campus Team, Biltmore Church – Kids and All-Staff, Staff Retreats
- Make calls, send texts, send cards to kids on a regular basis and be available for hospital visits and counseling as needs arise.
- Cooperate with the Arden Campus Pastor and Central Kids Director by performing any other duties assigned.