

Title: Downtown Children's Ministry Director

Classification: Full-time, non-exempt, salaried

Reports To: Downtown Campus Pastor

Job Summary

The Downtown Children's Ministry Director exists to disciple children and support families by leading a Christ-centered ministry that reflects the culture and mission of Rivertree Church. This role blends relational shepherding with strategic leadership—creating environments where kids experience the love of Jesus, parents feel equipped, and volunteers are empowered to serve with purpose.

This is a full-time position with a flexible hybrid schedule (a mix of in-office and work-from-home hours), reporting directly to the Downtown Campus Pastor.

Mission Alignment

At Rivertree Kids, we desire to partner with parents to influence the spiritual development of every child involved in our ministry. We are committed to providing fun and safe ministry environments that promote opportunities for growing while helping families know Jesus.

Qualifications

- A growing relationship with Jesus and a love for His Church.
- A passion for helping children experience God's love and equipping families to grow together.
- Experience leading in children's ministry, preferably in a church context.
- Strong leadership, organizational, and communication skills.
- Able to work independently and collaboratively in a flexible environment.
- Skilled at recruiting, encouraging, and developing volunteers.

Responsibilities

- Shepherd children and families.
- Be a shepherding presence to children and families at Rivertree Downtown.
- Offer spiritual support, prayer, and encouragement to families navigating the joys and challenges of parenting.
- Follow up with families and children who are new, absent, or require care.
- Lead and cast vision
- Clearly communicate and fulfill the vision of Rivertree Kids ministry at Rivertree Downtown, in alignment with the broader mission of the church.
- Collaborate with the Downtown Campus Pastor and Rivertree Kids staff to build a cohesive discipleship pathway for children (birth-5th grade).
- Champion the unique identity and culture of Rivertree Downtown.
- Create engaging, Christ-centered environments.
- Oversee all children's programming on Sundays and during special events.
- Ensure all environments are safe, welcoming, and developmentally appropriate.
- Administer the current curriculum that aligns with Rivertree's values and approach to spiritual growth.
- Equip and encourage volunteers.
- Recruit, train, and shepherd a team of committed volunteers.
- Schedule Rivertree Kids Downtown volunteers weekly.
- Cultivate a culture of ownership, joy, and spiritual formation within the team.
- Host regular trainings and appreciation gatherings to strengthen and encourage your volunteers.
- Communicate with parents and support families
- Maintain clear and regular communication with parents and caregivers.
- Provide tools and encouragement to help families disciple their children.

- Organize parent classes or family-equipping moments when helpful.
- Collaborate with Staff and the Cove Campus Kids Team
- Work closely with the Cove Campus Children's Ministry team to align strategy, resources, and communication.
- Coordinate calendars, curriculum, and shared events as needed.
- Support transitions between kids and student ministry.
- Manage Operations and Budget
- Ensure safety and check-in procedures are consistently followed and improved when needed.
- Steward the children's ministry budget with care and intentionality.
- Oversee classroom environments, supply inventory, and communication tools.
- Conduct themselves in such a manner that models authentic Christianity by maintaining a consistent relationship with the Lord and maintaining stable mental and emotional well-being.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties required by their supervisor. This document provides an overview of the position currently available. It is not an employment contract. Rivertree Church reserves the right to modify job responsibilities or job descriptions at any time. Employment with Rivertree Church is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice.