



Scarlet City Kids Director

Reports To: Lead Pastor

Category of Employment: Part-Time (20 hours weekly)

OVERVIEW

Scarlet City Church is seeking a grace-filled leader who loves children to direct Scarlet City Kids (SCK). SCK provides a clean, safe, and fun environment for children to encounter the gospel. The ministry currently includes five volunteer-led classrooms during Sunday worship gatherings: Nursery, Toddler, Pre-K, Lower Elementary and Upper Elementary. The SCK Director will cast vision and provide organizational leadership for the ministry, oversee weekly administrative responsibilities, and partner with families in the spiritual formation of their children.

IDEAL CANDIDATE

- Aligns with Scarlet City Church's core purpose, values, and ministry approach
- Demonstrates a passion for children and a commitment to their holistic flourishing
- Embraces spiritual formation as a primary means of growth and discipleship
- Highly organized, with strong administrative and leadership skills
- Communicates clearly and collaborates effectively with staff, volunteers, and families
- Possesses high emotional intelligence and relational awareness
- Is eager to participate fully in the life and mission of Scarlet City Church

MINISTRY ROLES & RESPONSIBILITIES

Administration (50% / ~10 hours/week)

- Recruit, train, and schedule SCK volunteers
- Prepare and oversee curriculum and classroom activities for Sunday SCK programming
- Communicate regularly and effectively with families
- Utilize the church database and other systems with accuracy and care
- Recruit and coordinate paid or volunteer childcare workers for special church events
- Manage the SCK ministry budget

Vision & Volunteer Development (20% / ~4 hours/week)

- Cast vision for children's ministry and partner with parents in the spiritual formation and growth of their children
- Align SCK programming and focus areas with churchwide themes and initiatives
- Train, coach, support, and care for SCK leaders and volunteers
- Research, select, and evaluate curriculum for each classroom
- Seek creative ways to encourage children and families throughout the week
- Develop and execute several non-Sunday events annually to minister to families

Sunday Service (20% / ~4 hours/week)

- Ensure classrooms are prepared, safety guidelines are followed, and volunteers are present before families arrive
- Foster a warm and welcoming atmosphere for volunteers, children, and parents
- Serve in SCK oversight role at least once per month, subbing in classrooms as needed. Plan to be present in adult worship gathering at least twice per month.

Staff Involvement (10% / ~2 hours/week)

- Participate in weekly staff meetings
- Meet regularly with the Lead Pastor to share updates, solicit feedback on ministry
- Participate in staff strategic planning meetings
- Engage in and volunteer at broader church events, including monthly breakfasts, community meals, and holiday events

ABOUT US

Scarlet City Church was established in 2011 to be a people joining God's story of transformation and renewal. Distinguishing qualities of the church include: gospel-centered approach to ministry, worship gatherings that combine ancient and contemporary expressions, spiritual formation-focused discipleship, and a commitment to work for justice and the common good of Columbus, Ohio.

For more information about Scarlet City Church, visit scarletcitychurch.org.

Interested applicants should submit a resume and cover letter (optional)
to Jay O'Brien – jay@scarletcitychurch.org