

Position Title: ProvKids Director of Elementary

Reports to: Director of ProvKids

Effective Date: September 2026

Status: PT (25 hours per week)

Position Summary:

To support the Prov family in leading elementary children (Grades K-5th) to grow in their faith, hope and love of Jesus. To provide energetic leadership, vision, and support to the staff and volunteers, and to provide organizational support to Provkids in accordance with the mission, vision, and core beliefs of Providence Church.

Position Responsibilities:

1. Ministers to and leads elementary children into a growing relationship with Jesus Christ.
2. Casts vision and sets annual goals for the K-5th Grade ministry and works with leaders and volunteers to achieve the goals established.
3. Oversees and directs engaging and effective Elementary programs including weekly Sunday morning program and events.
4. Works to recruit and build leaders and volunteers in K-5th Grade ministry and trains and assimilates them into their roles.
5. Works to develop teams of volunteers based on individual spiritual gift assessment, time commitments and passions.
6. Shepherds, equips and builds into Elementary Provkids volunteers. One on one time to encourage, support and build relationships with volunteers.
7. Organizes ProvKids Elementary Curriculum for all programs that is interactive, easy to use, and developmentally appropriate.
8. Works with Provkids Staff Team to give oversight to summer interns, camp and tweens summer program.
9. Partners with Youth Min staff for move ups and family support and care.
10. Adheres to and directs others to follow the Children's & Youth Policies and Procedures.
11. Work with Provkids Director to develop yearly budget and operate effectively within that budget
12. Works as a member of the Provkids Staff Team (with Ministry Director, Early Childhood Director and Admin Coordinator) to develop relationships with families through ongoing communication and events.
13. Attend all Prov staff meetings and retreats.
14. Meet one on one with the Kid's Min Director bi-weekly for personal and ministry development and coaching.
15. Grow as a disciple of Jesus through ongoing spiritual formation practices, life group engagement, and mentorship.

Essential Skills and Experience:

- Bachelor's degree or equivalent experience required. Education/Ministry degree preferred.
- Two to five years of children's ministry leadership experience.
- A clear testimony and ongoing spiritual growth.
- Full agreement with Providence's Doctrinal Summary, Mission, and Vision.
- Fulfills Providence Leadership Covenant Criteria.
- Excellent communication and team leadership skills

Desirable Gifts, Qualities, Skills

- Spiritual Gifts: Leadership, Shepherding, Teaching, Administration
- Passion for Christ and for liberating/equipping children for Kingdom service

- Team Builder/Team Player
- Compassionate, Relational, Approachable
- Able to effectively Recruit, Train, and Manage Volunteer Staff
- Experience with Orange curriculum preferred
- Experience with Planning Center preferred