



Opendoor Littles Director

Ministries Team

Activity-Based Job Description

CHURCH - Winterville

SUPERVISOR: Children's Pastor

Is a Supervisor? ☒ Y ☐ N

SCHEDULE: ☒ Full Time ☐ Part Time

☒ Sunday-Thursdays

☐ Monday-Friday

FLSA: ☒ Exempt ☐ Non-Exempt

POSITION MISSION:

The Littles Director leads a healthy, relational, and spiritually engaging environment for children (birth–Pre-K), volunteers, and families by developing leaders, shepherding teams, and ensuring a consistent and excellent ministry experience. This role focuses on building people and culture while systems and operations are supported through established playbooks and service teams.

QUALIFICATIONS:

- Experience leading or serving in a ministry context, preferably in children's ministry.
- Demonstrated ability to lead, develop, and care for volunteers and teams.
- Strong communication skills (written and verbal) with the ability to connect relationally with both adults and children.
- Ability to lead with initiative, professionalism, discretion, and follow-through.
- Working knowledge of Planning Center (or similar systems), Google Workspace, and communication tools.
- Must be willing and able to work weekends and occasional evenings.
- Must adhere to the Employee Handbook and all organizational policies in both spirit and definition.

POSITION RESPONSIBILITIES:

- Conduct one documented 1:1 or team meeting per month with each Team Leader & Littles Coordinators (2 Ministry & 1 Overflow) with notes recorded in the designated system.
- Conduct one leadership development conversation per month with each Team Leader & Littles Coordinators (may overlap with monthly 1:1).
- Conduct a documented 1:1 or team meeting once a quarter with part-time Children's Service Support Specialists to share leadership development and logistics.
- Ensure 100% of active volunteers receive at least one documented personal touchpoint per quarter (text, phone call, coffee conversation, note, etc.).
- Send at least 2 intentional encouragement or appreciation communications per month to volunteers (individual or group).
- Respond to and address 100% of volunteer concerns and parent communication within 48 hours of awareness, with follow-up documented.
- Identify and make contact to onboard new volunteers within 48 hours of initial contact.
- Ensure 100% of new volunteers complete onboarding within 2 weeks of their initial contact upon completing *Intro to Opendoor*.
- Follow up within 48 hours with families when significant spiritual milestones are reported (salvation conversations, baptism interest, prayer requests, family crises, etc.).

- Schedule Littles volunteers & part-time staff following the Children's Ministry (CM) protocol (seasonally, quarterly, or monthly).
- Ensure 100% of room transitions (move-ups) are communicated to families in advance and followed up within one week.
- Review and follow up on any weekend issues within 48 hours (staffing, incidents, parent concerns).
- Steward the Children's Budget weekly by purchasing, planning, and tracking expenditures.
- Complete all assigned strategic plan action steps by stated deadlines.
- Actively team build for CM by inviting 3 people to serve monthly and by executing the annual CM recruitment strategy.
- Be physically present and engaged in Littles environments for at least 3 out of 4 weekends per month.
- Connect with each Team Leader present during your weekend service (brief check-in before or during service).
- Conduct one monthly classroom observation in each Littles age group and provide coaching or encouragement to volunteers based on observations.
- Maintain a succession plan for all Team Leader positions and identify at least one developing leader for each ministry area annually.
- Teach, host, or lead in Littles environments at least once per month.
- Submit a brief weekly service recap (3–5 bullet points) noting wins, issues, and follow-up actions to Children's Pastor.
- Attend an adult worship service with your family at least 1 time per month (required, non-negotiable).
- Conduct a monthly environment walkthrough using a defined checklist (cleanliness, readiness, engagement, signage).
- Initiate contact with all new families within 1 week of their first visit (email, text, or in-person follow-up).
- Conduct a parent feedback survey annually and review results with the Children's Pastor, identifying areas of strength and improvement.
- Attend and actively participate in 100% of required staff meetings (unless excused).
- Annually review the Littles playbook to ensure policies/procedures and training procedures are current.
- Participate in 100% of major Kids Ministry events and conferences as assigned.
- Pray regularly for the team, kids, and families we serve.

CONTENTS	DESCRIPTION
Effective/Revised date:	7/07/2026
Applicable to:	Ministries Team
Approved by:	Children's Pastor