



# METROKIDS DIRECTOR – JOB DESCRIPTION

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Reports To Executive Pastor of Discipleship.

## **WEEKEND SERVICES**

### Volunteer Staffing & Presence

Ensure every MetroKids classroom is staffed with at least two trained volunteers per service I oversee by maintaining weekly schedules, filling gaps, and making day-of adjustments throughout the year.

### Volunteer Recruitment & Care

Recruit new volunteers annually by making 5–8 recruiting contacts per month and following up weekly with guests and connection cards, while also contacting 10–12 current volunteers monthly for encouragement and support and documenting each interaction.

### Discipleship & Next Steps

Facilitate spiritual growth within MetroKids by maintaining weekly records of volunteer and family next steps and initiating at least three next-step conversations per month with volunteers, parents, or children.

### Parent Partnership

Equip and support parents in discipling their children by distributing parent emails, on-site hand outs, offering Stage 1 & 2 Parent Discipleship classes.

## **WEEKDAY OPERATIONS**

### Administrative Accuracy & Systems

Maintain accurate ministry records by updating attendance, tracking systems, and key metrics weekly and purchasing and distributing supplies for weekend services on a monthly basis.

### Planning Center & Communication

Ensure clear and timely communication by updating Planning Center information weekly and publishing volunteer schedules, room assignments, and rotations weekly.

### Curriculum & Content Preparation

Collaborate with MetroKids staff for effective weekend ministry by writing and distributing lesson plans monthly, developing a yearly curriculum scope and sequence, and creating monthly video content for weekend and online use.

### Leadership Development & Training

Strengthen MetroKids leadership by meeting with the Directors team three times per year for planning and support and offering at least one annual training that meets the criteria of a thriving ministry.

## **SPECIAL EVENTS**

### Event Leadership & Oversight

Provide leadership for all MetroKids special events by establishing clear timelines, recruiting and equipping volunteers, and communicating expectations so that each event is fully staffed, trained, and prepared at least four weeks prior to execution.

### Christmas Services & Easter Services

Lead MetroKids Christmas & Easter services by building a strong volunteer and communicating service plans, schedules, and expectations to all volunteers no later than four weeks before the event.

### Summer Jam

Guide Summer Jam preparation by making recruiting calls, providing two volunteer training sessions in the month leading up to the event, and holding 2–3 director meetings to ensure alignment and readiness.