

## **Camarillo United Methodist Church**

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June 2026

Job Description for the

### **Associate Director of Children's Ministries**

#### **Announcement:**

Camarillo United Methodist Church seeks a dynamic and collaborative Associate Director of Children's Ministries with a vision and skill set for continuing and strengthening its well-established, high-quality children's ministry. The successful candidate will be responsible for overseeing the year-round programs for the students (Pre-K through 5<sup>th</sup> Grade), and collaborating with the Associate Director of Student Ministries and the Director of Intergenerational Ministries.

#### **Context & Background:**

The United Methodist Church of Camarillo is a progressive Christian faith community rooted in dynamic worship and vital service. The Reconciling Congregation gather about 200 people across a wide spectrum of diversity for Sunday worship and myriads of year-round programs.

Ministries to and for children, youth, students and families, including education, music, fellowship and service are a critical aspect of congregational life. These are integrated with Children's and Student Ministry so that they grow in faith and discipleship to become full members of the congregation.

All staff contribute to, and participate in, these multi-level programs. Each staff member works collaboratively with fellow staff and volunteers under the supervision of the Senior Pastor and appropriate sub-groups of the congregation.

#### **Primary Responsibility:**

In consultation and collaboration with the Senior Pastor, Director of Student Ministries, other staff, relevant elected leaders and volunteer groups, the Associate Director of Children's Ministries organizes and oversees the development of Christian discipleship and programs for youth and families; gives leadership to the Sunday morning experience for the children of the congregation; and collaborates with/assists the Director of Student Ministries and Director of Intergenerational Ministries for youth and family programs throughout the year.

#### **Key Duties- Along with Director of Student Ministries:**

1. Plan, organize and oversee year-round Christian education for CUMC children (pre-K through 5th grade)
2. Recruit, train, motivate, and maintain a team of volunteers for CUMC children's Sunday School, Sunday children's Group and other Student events.
3. Take the lead in teaching a children's Sunday School class on Sunday mornings and leading a children's Group on Sunday afternoons.
4. Create and deliver Children's message for Sunday morning worship service on a monthly basis.
5. Coordinate children's participation and service in worship, including Children's Time and related needs, (e.g., Sunday School snacks, offerings, etc.).
6. Review and recommend curriculum to the Senior Pastor for Sunday School and other children's programs.

7. Assist Director of Intergenerational Ministries and other program staff/volunteers in the design and implementation of special programs (e.g., Crescendo Music Camp, Vacation Bible School, Trunk-or-Treat, Fall Festival, Movie Night, SSP Dinner/Auction etc.); and special Sundays where children are featured participants (Family Christmas Program, Christmas Eve, Easter, Pentecost, Rally and Mission Sundays, etc.).
8. Coordinate with the Church Media Secretary in publicizing all of the above.

#### **SECONDARY RESPONSIBILITIES:**

1. On behalf of the Children's Ministry programming, consult on request with the appropriate congregational groups (for example, Children's Ministries Committee, the Church Council, etc.).
2. On behalf of the Children's Ministry, work as an assistant to the Director of Intergenerational Ministries, and consult on request with the appropriate congregational groups.
3. Administer information and record-keeping/reporting such as attendance, ordering materials and supplies, budgets for children's ministries, etc.
4. In collaboration with the Director of Intergenerational Ministries and the Senior Pastor, prepare annual budget recommendations for the total area of responsibility and be accountable for following final budgetary guidelines.
5. Other responsibilities as assigned in the fulfillment of the church's mission.

#### **QUALIFICATIONS:**

- Mature commitment to the Christian faith and the United Methodist Church.
- Tangible, diverse experience in teaching, and child care program development, preferably in a non-profit/volunteer, faith-based organization.
- Evidence of creativity, self-initiation, effective management of details and follow-through.
- Evidence of flexibility and effectiveness in the midst of competing priorities and deadlines.
- Evidence of ability to engage and supervise volunteers to produce high quality programs, events, and experiences.
- Credentials/certification in teaching are encouraged but not required.
- Satisfactory Clearance of DOJ livescan CA/FBI
- Adherence to mandated reporting requirements

#### **Employment Status:**

- This is a mutually agreed upon at-will employment relationship
- This role is directly supervised by the Director of Intergenerational ministries
- This is a part time position requiring an estimated 20 hours per week.
- Work time is set for-
  - Sunday mornings (approximately 8:00am to 12:00pm)
  - Sunday afternoons (approximately 4:00pm to 6:00pm)
  - Remaining hours are flexible during the week relative to mutually agreed-upon office hours/on-campus, including staff and volunteer meetings.

This position is expected to evolve, with opportunities for changes and enhancements and commensurate pay.

#### **Benefits:**

- Pay range \$20-\$26

- Two weeks of vacation time available annually by accrual. Requests for time off are granted based on seasonal work and performance schedules.
- Various leave times depending requests and eligibility for maternity, illness.
- Bereavement time for direct family members