

Bibleland Buddies Director

Part-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing a well-structured ministry of Bible teaching and care for children three (3) months through fifth (5th) grade. This position oversees the childcare staff to effectively coordinate and support childcare needs of various ministries, events and activities. In addition, this position is also responsible for the recruitment, equipping and administration of qualified volunteers.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Next Generation	
REPORTS TO	
Children's Minister	
DIRECT REPORTS	
Bibleland Supervisor, Teachers, Team Leads, Helpers, Ministry Assistant and Volunteers	
WORK WEEK	
Sunday – Thursday; Friday/Saturday as needed	
HOURS PER WEEK	
29	
FLSA	
Exempt	
JOB CLASS	
Professional	
	<ol style="list-style-type: none">1. Oversees the daily operations of the Bibleland Buddies childcare support of ministry events.2. Recruits, interviews and evaluates candidates for paid staff and volunteer positions. Ensures candidates complete application and background check.3. Trains paid staff and volunteers on policies, procedures and teaching method. Maintains and tracks ongoing Child Safety trainings.4. Ensures classrooms are sanitized and free of health and safety hazards creating an environment appropriate for children. Prepares accident and injury reports as needed.5. Provides guidance and classroom assistance as need.6. Ensures proper requests for building usage are submitted. Opens, closes, and secures classrooms and monitors usage and assignments.7. Conducts tours of Children's wings, explains programs and policies, and responds to parent questions as needed.8. Implements and evaluates classroom format and Bible teaching curriculum ensuring program expectations are met.9. Tracks attendance of children and volunteers.10. Maintains supplies, materials, equipment, and furniture for classrooms.11. Collaborates with other departments to assess childcare needs for ministry events and schedules and coordinates staff to meet those needs.12. Reviews, approves and submits Timesheets to Finance in a timely manner.13. Provides guidance and mentoring to staff.14. Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.15. Attends and participates in departmental and staff meetings as required.16. Other duties and responsibilities as assigned.

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MINISTER DESIGNATION	
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No

DRIVING REQUIRED	
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No

OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through personal spiritual practices.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Associate's degree in Early Childhood Education or related field. Bachelor's degree preferred.
2. Two (2) years' experience in childcare service, including supervisory experience.
3. Experience can substitute for education.
4. Current CPR and First Aid Certification (obtained within 30 days of employment).

KNOWLEDGE AND ABILITIES

1. Knowledge of early childhood learning and development stages.
2. Knowledge of Christian biblical foundation and principles.
3. Knowledge of project management principles, administration practices and organization techniques.
4. Knowledge of budget development, expense tracking/reporting and administration.
5. Knowledge in relational intelligence, grace and cross-cultural sensitivity.
6. Knowledge of computer office application and equipment.
7. Knowledge of English grammar and vocabulary.
8. Knowledge of health and safety requirements.
9. Ability in developing leaders and team members for effective ministry.
10. Ability to be flexible with schedule to work evenings and weekends as needed.
11. Ability to communicate clearly and effectively through both verbal and written means.
12. Ability to establish and maintain effective working relationships.
13. Ability to build and promote a team culture through relational collaboration.
14. Ability to plan, organize projects, schedules and prepare detailed reports and presentations.



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15. Ability to perform all the physical, intellectual and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: MAY 2022