

Associate Kids Ministry Director

Kids Ministry Team

CornerstoneSF

15 Dearborn Street
San Francisco, CA 94110

415.861.2439
kids@cornerstonesf.org

Mission: Live out our faith in Jesus and invite others into life with Him.

Job Type

Hours: Full-Time or Part-Time

Reports to: Kids Ministry Director and Administrative Pastor

Schedule:

Must be available onsite 7am-2pm every Sunday.

Must be available for all special events, including Christmas and Easter.

Weekday schedule to be determined based on hours and will be arranged with the Kids ministry leadership team.

Summary

The CornerstoneSF Kids Ministry is passionate about planting seeds of faith in the hearts of children and cultivating a love for Jesus Christ. We want our children to be spiritually alive and unified in Christ! The Associate Kids Ministry Director serves as part of the Kids Ministry leadership team, supporting the Director and Creative Director in the full scope of operations for the ministry. The role includes administrative work, recruiting, volunteer care, leading classroom activities and special events, and more.

Qualifications & Responsibilities

Personal /

A thriving relationship with Jesus

Active, intentional disciple of Jesus, pursuing growth privately as a prerequisite to the public. Naturally, public life must also be consistent with these beliefs, including digital presence. Demonstrates maturity in faith. Staff must agree to CornerstoneSF's statement of beliefs and sign the Employee Handbook upon hiring.

Leadership & Ministry /

Excellent interpersonal skills, with the ability to recruit new volunteers and care for families. Takes initiative, problem-solves, and is a strong team player.

Executing Sunday mornings at the Riordan Campus (set up, team & family care, check-ins, assist team class leads, etc).

Preparation for Sunday mornings, including preparing materials, scheduling volunteers, communications, etc.

Recruiting and onboarding volunteers, including facilitating background checks, training & equipping, etc.

Ideating, preparing, and executing special events, including outreach opportunities.

Administrative work, including operating Planning Center and Google Office Workspace.

Role specifics to be fully decided based on the individual(s) selected and the best organization for the team and ministry at large.

Support

Personalities /

TEAM WORK MAKES THE DREAM WORK

Staff take different personality tests and share the results with each other so that we can learn how to work together well. By developing an appreciation for others' differences, we can navigate conflict in a healthy way and build each other up.

Relational /

NO PERSON IS AN ISLAND

To work in ministry is a privilege and a challenge. The pressure is steep, and families often bear this weight unseen. Senior staff members are always available to support the team and their families along this journey, and groups are often formed to walk through seasons together.

Technical /

BEEP BOOP

In order to facilitate work, an organizational email address is provided through Gmail, including 30 GB of storage space. Full WiFi access is available at all our locations. New staff who do not have an adequate computer to work from can initiate discussion for access to one.