

## Children's Elementary (K-2) Director

### **OVERVIEW**

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire a talented Children's Elementary (K-2) Director to join our Children's Ministry Team.

### **ROLE SUMMARY**

The Children's Elementary (K-2) Director will work closely with the Children's Pastor to inspire and help nurture the faith in children (K-2 grade) to follow Jesus and seek renewal in their city and the world. This role is responsible for creating, managing, and implementing engaging programs for elementary-aged children while supporting volunteers, partnering with parents, and ensuring a safe and enriching environment. The Elementary (K-2) Director will execute curriculum, oversee classroom activities, and contribute to the growth and success of the overall Elementary ministry.

The Elementary K-2) Ministry Director is responsible for building, equipping, and multiplying volunteer leaders who disciple elementary-aged children and partner with parents in their child's spiritual formation. This role provides vision, leadership development, and strategic oversight for Elementary ministry (K-2), ensuring programs are led by trained volunteers and aligned with the mission and values of the church.

The Director leads primarily through coaching, delegation, and leadership development, stepping into direct execution only as needed to model best practices or support volunteers.

This is a full-time position, requiring weekend services, office meetings, and additional weekday hours, totaling 40 hours per week.

### **KEY RESPONSIBILITIES**

#### **Volunteer Leadership & Development**

- Recruit, onboard, train, and coach Elementary (K-2) volunteer leaders, including classroom leads and team leaders.

- Develop clear leadership pathways so volunteers are equipped to grow in responsibility, confidence, and spiritual maturity.
- Provide ongoing coaching, encouragement, and feedback through regular check-ins, observations, and training opportunities.
- Empower volunteer leaders to own classroom leadership, ministry initiatives, and age-level execution.
- Foster a healthy, supportive team culture marked by trust, clarity, and shared mission.

### **Program and Curriculum Oversight**

- Develop and implement age-appropriate curriculum and programs that nurture children's spiritual, social, and emotional growth of kids in Kindergarten through 2nd Grade.
- Plan and coordinate differentiated learning weekly activities, lessons, and special events for elementary-aged kids in each of the classes Kindergarten, 1st grade, 2nd grade.
- Evaluate and adjust programs to meet the developmental and spiritual needs of children in partnership with the Children's Pastor.
- In this role, Elementary (K-2) Director also plays a key role in special Sunday events:
  - Provides support or may lead coordination in a project manager role for special events
  - Including, but not limited to: midweek programs, seasonal holidays (i.e. Holy Week, Easter, Harvest Festival), evening programs, Parent Workshops, Vacation Bible School, etc.

### **Weekend Classroom and Environment Oversight**

- Ensure Sunday classrooms are led and staffed by prepared volunteer leaders and function in a safe, welcoming, and engaging manner.
- Provide visible leadership presence on weekends to support, coach, and encourage volunteers.
- Oversee classroom environments, safety procedures, and child protection policies, ensuring volunteers are trained and compliant.
- Step in to teach or lead only when necessary, using these moments primarily as opportunities to model and train volunteers.

## **Special Events and Leadership**

- Lead and/or coach volunteer leaders in planning and executing special ministry events, including midweek programs, seasonal events (Holy Week, Easter, Harvest Festival), Parent Workshops, and Vacation Bible School.
- Serve in a project leadership and coaching role, empowering volunteers to manage logistics, timelines, and execution.
- Partner with the Children's Pastor to approve goals, budgets, and scope for Elementary-specific initiatives.

## **Parent and Family Engagement**

- Equip volunteer leaders to build meaningful relationships with parents and communicate clearly and pastorally.
- Support parents by providing resources, guidance, and workshops that encourage faith formation in the home.
- Serve as a point of connection for parent concerns, feedback, and collaboration, modeling healthy communication for volunteers.

## **Administrative & Operational Oversight**

- Ensure systems are in place for scheduling, communication, and volunteer coordination using Planning Center Services.
- Maintain accurate records related to attendance, incidents, and ministry metrics. Oversee classroom supplies and inventory, delegating management responsibilities to volunteer leaders where appropriate. Prepare regular updates and reports for leadership that highlight volunteer development, ministry health, and growth opportunities.

## **Team Collaboration**

- Collaborate closely with Early Childhood, Upper Elementary (3rd–5th), and Youth Ministries to ensure alignment across age groups.
- Participate in ministry team meetings, contributing insight, leadership, and strategic perspective. Partner with other church ministries to integrate Elementary programming into broader church initiatives.

## **Leadership Posture**

The Elementary Ministry (K-2) Director leads with humility, clarity, and trust—believing that the primary win is not what they personally accomplish, but the leaders they develop. Success in this role is measured by healthy volunteer leaders, engaged children, supported families, and a ministry that is sustainable and reproducible.

## **Qualifications**

### Education and Experience

- Bachelor's degree in Education, Child Development, Ministry, or a related field.
- Previous experience in elementary education or children's ministry, with a focus on program coordination or teaching.

### Skills

- Strong organizational, communication, and leadership skills.
- Proven ability to manage multiple tasks and work collaboratively with a diverse team.
- Proficiency with office applications and tools for communication and scheduling.

### Personal Attributes

A love for the Lord and a commitment to the church's mission and values.

Passion for working with children, families, and volunteers in ministry.

Patient, creative, and highly relational, with exceptional interpersonal skills.

Adaptable, proactive, and detail-oriented.

The Elementary (K-2) Director plays a vital role in shaping the spiritual and emotional lives of children and families, helping them grow in faith and connection to the church community. This role provides the opportunity for passion for ministry, creativity, and leadership to make a lasting impact on children's lives and inspire them to follow Jesus.

### Compensation & Benefits:

- Salary Range: \$65,000 - \$75,000 annually, depends on experience
- Medical and Dental: 100% employer paid plan

### Paid Time Off

- Vacation: 10+ days annually (accrues based on length of employment)

- Sick Leave: 10 days annually
- 14 Paid Holidays
- Laptops, software, and resources
- \$1,200/yr Counseling Stipend
- \$40/mo Cell phone allowance
- Laptop and essential software/resources provided
- Opportunities for spiritual and professional growth

#### Schedule & Working Relationships

- Schedule: Full Time, In-Person
- Sunday: Regular involvement on Sundays is expected as part of this role, though presence at all three services (9 AM, 11 AM, and 5 PM) is not required every week. Weekly Sunday participation will be based on service and event needs, with flexibility built in.
- Monday-Thursday: 9:30a-5p
- Occasional nights & weekends as needed
- Reports to: Children's Pastor
- Collaborates Closely With: Early Childhood, Elementary (3rd-5th), Youth Ministries, volunteers, staff and pastors