

Director of Tapestry Kids and Youth

Tapestry Church is a multi-ethnic, Christian community of people in all stages of life - including kids and youth! This past year, God has blessed us with significant, exciting growth in Tapestry Kids. We want our young people to know that they are loved, to learn about Jesus in an age appropriate manner, and regularly participate in community. Additionally, families could benefit from targeted support to help them thrive. Tapestry Kids includes childcare and youth groups on Sundays, mid-week check-ins and discipleship for youth, parents, and volunteers, and occasional special events. The estimated workload is about 10 hours per week.

Desired Attributes

CHARACTER

- Lives a God-honoring lifestyle and abides by [Tapestry's Code of Conduct](#).
- Exercises the [fruit of the spirit](#)
- Passionate relationship with Jesus: actively producing fruit and committed to spiritual health and discipleship

COMPETENCY

- Both organized and agile
- Both calm and energetic
- Has a working knowledge of the Bible and the story of Jesus and is able to teach kids of all ages.

CAPACITY

- Self-aware of strengths and limitations; able to compensate or delegate around limitations
- Realistic about what can be accomplished; willing to say so if an idea is beyond the current capacity of the staff, volunteers, and families
- Willing to work hard without overworking.

CONSISTENCY

- Completes tasks reliably and at the level of quality needed
- Shows up for kids/youth, especially when a commitment is made
- Values building and maintaining stable relationships with families; has the long game in mind

CONNECTEDNESS

- Pastoral heart and warmth toward kids/youth and their parents.
- Demonstrated commitment and experience with working in multicultural teams and contributing to healthy staff and volunteer culture through positive working relationships and clear communication with pastors/staff, volunteer stakeholders, and others

- Passion to be a part of a church community that is connecting with and impacting those who do not have a relationship with God
- Affirm Tapestry's [mission](#), [identity](#), [beliefs](#) and [values](#)
- Willing to be led by church leadership and vision.

Required Qualifications

- Has worked in caring for/teaching children/youth in a school or church capacity for at least 2+ years.
- Has volunteered in children's ministry in a church setting.
- Has been practicing the Christian faith through church attendance, community building, and personal time spent with God for 2+ years.
- Regularly prays for the kids and volunteers

Preferred Qualifications

- 3+ years as a Kid's Ministry Director for a church in the past.
- Has served on a multiethnic church staff.
- Has worked with children in a multiethnic setting.
- Has had some theological/biblical education, in a church and/or educational setting.

Responsibilities

Mid-week

- Recruit, train, and support teachers, volunteers and nursery workers
- Schedule teachers, volunteers, and nursery workers for each Sunday (as needed; in alignment with the church service plan)
- Research and create age-appropriate Sunday curriculum and supplies
- Orchestrating youth programming
- Plan and implement outreach gatherings and programs to invite new families and kids (1-3x per year; in conjunction with the Tapestry staff team)
- Plan and implement children's programs at church retreats (annual)
- Codify, enforce, and regularly review child safety and security guidelines
- Comply with all federal and state-mandated child abuse prevention training requirements and train parents, staff, and volunteer accordingly
- Organize and maintain all children's ministry materials
- Prepare and oversee the children's ministry budget

Sunday Morning

- Sunday morning point-of-contact

- Support teachers and workers with any last-minute issues; provide guidance and direction
- Ensure supplies are available for the service, and are packed back in bins when complete
- Support parents with child dismissal
- Ensure safe and fun environment for our kids
- Ensure teachers, volunteers, and workers have a plan for the anticipated duration of service (varies)
- Provide point of connection for youth present
- Connect with parents and volunteers for discipleship and check-ins

Tapestry Kids Expectations

- We meet in a school, and utilize a classroom for Sunday School. The classroom needs to be put back as it was before the service.
 - Note that the classroom includes a child bathroom.
 - Note that the classroom opens directly out into gated a playground area, which we are free to use.
- Supplies are carried in and out in bins by a separate set-up team.
- Kids are dismissed to a single classroom during the sermon (15-40 min long)
 - In the future, additional teachers and volunteers would enable us to provide a second classroom to split up the older and younger kids.
- We will have between 2-8 kids most Sundays, aged from 0 - 8. We typically have 2-4 infants and 2-3 toddlers, with 2-7 youth.
- Two adults need to be in the classroom with the kids at all times
- We have a regular nursery worker who joins in the classroom, and helps maintain our supplies.
- We have 2-7 youth (teens aged 12 - 18) on a given Sunday, who are taught by volunteer youth leaders.
- First Sunday of the month is a family Sunday, and kids usually stay in the service.

Work Environment/Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is often required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The employee is required to work outdoors regularly
- Mobility to quickly respond to emergencies

OUR COMMITMENT TO YOU

At Tapestry, we care deeply about people and that extends to our staff. Our benefits and perks are designed to care for the spiritual, mental, emotional, and physical health of our people.

Benefits

- Paid time off, including vacation, personal days, and holidays
- Flexible Schedule
- Professional development assistance

Perks

- Hybrid work location: our team primarily works remotely. However, we have offices and have all staff days every Wednesday.
- Flexible hours during the week.
- Spiritual development stipend (e.g., for a conference, retreat)

Job Type: Part Time

Pay Range: \$30-\$33 per hour depending on qualifications

Schedule

- Approximately 5 hours on Sunday and 5 hours hybrid during the week.
- Weekend availability

Work Location: Hybrid, based in Oakland, CA