



717 Sheldon Road  
Grand Haven, Michigan 49417

**Director of Family Ministries (Children & Youth)**

Part-time, up to 20 hours per week, Sunday availability required

Church of the Dunes is seeking a faith-focused, energetic, organized, motivated and creative Director of Family Ministries. The person in this position shepherds the ministry for nursery, children and youth, seeks to grow all ages of children in the knowledge and grace of Jesus Christ. This position is the primary contact involved in coordinating and organizing age-appropriate programs and events, and recruits, trains, and equips lay leaders to lead programs and events.

**Position Responsibilities include** (but are not limited to):

- Provide outreach and care for parents of pre-school and school-age children.
- Staff nursery at appropriate levels for designated church events and assign staff duties.
- Recruit, train, and empower Family Council (Children's & Youth) to develop age-appropriate programs.
- Recruit, train, and supervise all volunteers to maximize their effectiveness.
- Develop and implement programming at all ages.
- Ensures adherence to the Safe Sanctuary policy of the Church of the Dunes in all programs and events.
- Maintain all needed records on participants, such as parent/guardian contact information and attendance records.
- Communicate with the church membership, volunteers, parents, and staff.
- Work with other church staff and the Senior Pastor as a team to accomplish the larger church mission.

**Qualifications:**

Bachelor's degree in education or ministry related field is preferred. Two years of experience – including leadership experience - in Christian Education required. An understanding of, and commitment to, United Methodist theology and practices is needed.

**Core Competencies:**

Leadership, planning, organizing, motivating others, interpersonal relationships, commitment to learning and growth

**To apply:** Send a cover letter and resume that includes previous experience in youth and children ministries to Church of the Dunes Staff Parish Relations Committee (SPRC) at [umcd.sprc@gmail.com](mailto:umcd.sprc@gmail.com)