



Director of Children and Family Ministries

Riverside Presbyterian Church, Jacksonville, Florida

Position Summary

Ministry to children and families is growing and transforming at Riverside Presbyterian Church! In gratitude to the Holy Spirit and in faithful response, we are seeking an individual who will provide leadership, guidance, and love to our children and their families.

In the past two years, we have welcomed many new young families to our church from our neighborhood, the broader community, and our day school (Riverside Presbyterian Day School, 400+ students). There is excitement and hope for strategic and wider programming for children and young families at our church and in our community.

The person in this position will provide oversight and coordination for children (infancy through 5th grade) and their families, nurturing them in Reformed faith and providing a safe, welcoming, and Christ-centered environment.

This is a part-time, non-exempt position that reports to the Associate Pastor for Youth and Families. Riverside Presbyterian Church is an Equal Opportunity Employer.

\$25/hour - 15 hours per week

Essential Duties and Responsibilities

Program Development & Leadership

- Collaborate with the Director of Congregational Life to recruit teachers and volunteers for programming (Sunday School, Grow in Grace, VBS, etc.)
- Provide training (including the church's Child Protection Policy), continuing education, encouragement, as well as appropriate expressions of appreciation for volunteers.
- Coordinate and oversee weekly Sunday School programs for children (through the selection and implementation of age-appropriate, theologically sound curriculum aligned with PC(USA) theology).
- Plan and/or lead children's worship opportunities as appropriate (Grow in Grace, Worship and Wonder, worship liturgists, etc).
- Develop seasonal, liturgical season-based, and special events such as Vacation Bible School, Advent/Christmas programs, and family/intergenerational events.
- Financial responsibilities - Assist with the development of budgets and supervise the expenditures of the Children and Family Ministry

Family Engagement

- Provide resources and support to families to nurture faith outside the church walls.
- Build relationships with parents and caregivers to understand and support their needs.
- Partner with pastoral staff to integrate children and their families into the life of the broader congregation.

Safety & Administration

- Supervise the church nursery, including hiring and training employees.
- Maintain up-to-date attendance, registration, and contact records.
- Ensure children's spaces are safe, clean, well-maintained, and welcoming in coordination with the property staff.

Collaboration & Communication

- Work collaboratively with other staff, particularly youth, adult faith formation, congregational life, and music ministries, to foster intergenerational connections.
- Communicate program information and updates to families and the congregation via email, newsletters, and social media in partnership with the Director of Communication.
- Collaborate with Riverside Presbyterian Day School, including presence and occasional speaker participation in chapel (Thursday mornings).
- Work and meet regularly with the Children's Ministry Committee Chair and the Children's Ministry Committee.

Work Environment

- Includes Sunday morning responsibilities and occasional evening/weekend events.
- The ability to attend Tuesday morning staff meetings is preferred.
- This is a hybrid position with hours in the office and remote, as determined by supervisor.

Physical Requirements

- Ability to lift and carry at least 25 pounds (with or without assistance).
- The position may require long periods of standing up and walking (3+ hours).
- Stamina to participate in active play or outdoor activities with children.
- Visual and auditory acuity to supervise children in busy environments.

Qualifications

- A personal and growing faith in Jesus Christ with a passion for children's ministry.
- Two-year degree is a minimum. Bachelor's degree in Christian education, early childhood education, or a related field preferred.
- Experience leading children's programs in a church or educational setting preferred.
- Familiarity with or willingness to learn about PC(USA) theology and polity.
- Strong organizational, communication, and interpersonal skills.
- Ability to lead creatively, work collaboratively, and adapt to the needs of children and families.

Please send your resume to office@rpcjax.org.