The District Church

1225 Otis Street NE
Washington, DC 20017

Title: District Kids Manager

Department: Discipleship
Supervisor: District Kids Director

Hours: Full Time

Description: The District Kids Manager serves as the administrative foundation of the ministry of Kids' City, which is raising up a movement of next-generation leaders who are well discipled and fearlessly changing their world. The role involves support of the Sunday morning Kids' City experience and other spaces as well as discipling ministry volunteers.

The purpose of District Kids is to provide a safe and fun discipling environment where children are able to learn about Christ. Our kids are able to hear the gospel, see the gospel lived out, and be invited into a relationship with God. Additionally, this area of ministry is to equip parents to be the primary disciplers of their children and also be the bridge to the youth ministry.

About The District Church:

The District Church is a thriving, culture-defining church in the heart of our nation's capital, with a vision of impacting our city for Christ, one neighborhood at a time. Established on the values of worship, community, and justice, the church is steadfast in its mission to be missional, multicultural, and multiplying.

In 2022 and 2023, the church was certified as a Best Christian Workplace by the Best Christian Workplace Institute (BCWI). This impartial, research-based certification solidified its position as one of the best and most effective workplaces in the city. Per the BCWI survey, *the church's staff* voted that The District Church: clearly values diversity; acts on the suggestions of staff; strives to help staff maintain a good work/life balance; hires highly capable personnel; continually changes for the better; meets its goals; and compensates its employees fairly. Additionally, the leadership of the church: embodies humility; shows compassion for people at all levels; includes staff in decisions that affect them; and recognizes the importance of balancing a flourishing culture with life-giving work.

The District Church

1225 Otis Street NE
Washington, DC 20017

Responsibilities:

Foundational & Leadership Posture

- Follow Jesus Christ and model a growing, Christ-centered life in character, conduct, and leadership
- Uphold and embody The District Church Leadership Covenant
- Lead with humility, clarity, and a pastoral heart toward children, families, and volunteers
- Partner closely with the Kids Ministry Director to faithfully execute the vision and ministry strategy

Sunday Ministry Leadership & Execution

- Lead and oversee the full District Kids Sunday experience from preparation through wrap-up
- Serve as the **primary** operational leader on Sundays, making real-time decisions as needed
- Ensure all classrooms are staffed, prepared, supplied, and aligned with weekly curriculum
- Oversee classroom setup and teardown teams to ensure readiness and safety
- Troubleshoot volunteer, space, and systems issues as they arise
- Maintain a consistent and visible Sunday presence to support volunteers and families
- Step in to teach or lead classrooms as needed

Volunteer Leadership, Development & Care

- Recruit, onboard, train, schedule, and retain District Kids volunteers
- Provide ongoing care for volunteers, including regular check-ins and follow-up
- Monitor volunteer health, engagement, and sustainability; proactively address burnout or gaps
- Develop volunteer leaders and classroom leads, empowering them to serve confidently
- Create and maintain clear expectations, rhythms, and communication for volunteers
- Gather volunteer feedback and implement improvements in partnership with the District Kids Director

- Regularly express appreciation and affirmation through personal touchpoints and team communication

Curriculum & Classroom Readiness

- Work with the curriculum team to ensure proper and seamless curriculum execution and recommend adjustments as needed
- Ensure all lead teachers have timely access to weekly curriculum and understand lesson objectives
- Partner with the Kids Ministry Director to support faithful and effective discipleship practices

Parent & Family Engagement

- Oversee logistics and volunteer coordination for baby dedications, in partnership with the Kids Ministry Director
- Support and oversee Parents' Night Out and family-focused events with volunteer teams

Systems, Events & Cross-Ministry Support

- Own and maintain District Kids systems, processes, and databases to ensure accuracy and clarity
- Oversee Planning Center workflows related to volunteers, check-in, and scheduling
- Design and manage logistics for District Kids special events
- Co-ordinate childcare support for other church ministries and events as needed- Rooted, Leadership Summit etc
- Identify operational gaps and recommend process improvements that strengthen ministry effectiveness

Decision-Making & Ownership

- Make day-to-day ministry decisions within established vision and values
- Proactively identify needs, challenges, and opportunities within District Kids
- Escalate strategic or sensitive issues to the Kids Ministry Director with thoughtful recommendations

The District Church

1225 Otis Street NE
Washington, DC 20017

Foundational

- Follow Jesus Christ and seek to love, think, and act like him
- Uphold The District Church Leadership Covenant

General Support

- Ensure that District Kids systems and databases are accurate and up-to-date
- Support baby dedications through scheduling, creating certificates, ordering gifts, and collaborating with communications ministry to share photos with families
- Assist with the design of and oversee planning and logistics for District Kids special events
- Support other ministries by scheduling childcare for non-District Kids events (e.g., Rooted experiences)

Disciple Volunteers

- INVITE volunteers to the District Kids team
    - Implement the volunteer onboarding process
    - Ensure that volunteers are qualified to serve
- Ensure that volunteers are equipped to serve (training and assessment)

Disciple Children

- Provide support and guidance in adopting age-appropriate curricula that are aligned to the vision, mission, beliefs, and values of the church
- Teach in classrooms on as-needed basis

Required Skills:

- Organized
- Detail-oriented
- Strong interpersonal skills
- Self-starter who takes initiative
- Team player
- Ability to create and maintain systems

The District Church

1225 Otis Street NE
Washington, DC 20017

- Ability to multi-task and oversee multiple projects simultaneously
- Ability to anticipate future needs to facilitate successful planning/scheduling
- Able to work on Sunday mornings
- Ability to work in a fast-paced, multi-cultural environment
- A working knowledge of Google Workspace, Microsoft Office, Planning Center, and other related applications is preferred

Qualifications:

- Baptized and mature Christian
- Loves God and His people
- Loves children and is committed to their flourishing and development
- Committed and Submitted to the The District Church Leadership Covenant

***To apply, click here to submit your resume and cover letter.**
https://people.planningcenteronline.com/forms/1270944/fields