



Position title	WonderSpace Ministry Director	Date Reviewed	12/11/2023
Position description	Full Time (40-50hrs a week)		
Position supervisor	Children's Ministry Director		

General Description

CWC exists to make more and better disciples who transform the community and resource the church. To this end, College Wesleyan Church is hiring a WonderSpace Ministry Director. The WonderSpace ministry exists to improve the physical, social, mental, and educational health of children and families in Grant County. Through WonderSpace PLAY, WonderSpace offers indoor play throughout the winter months. Through WonderSpace EDU, WonderSpace takes play-based learning into the schools to enhance the education of students. Through WonderSpace BLUE, WonderSpace provides a safe place for grieving children and their families, connecting them to restorative faith practices and rituals.

Duties & Responsibilities

- Embrace the vision of WonderSpace and enthusiastically support its mission and ministry through prayer, presence, and services.
- Responsible for development and pioneering of WonderSpace BLUE including creating policy and training manuals, systems, and building of the program.
- Recruit and oversee all staff and volunteers necessary for the thriving of WonderSpace and its programs (WonderSpace PLAY, WonderSpace EDU, and WonderSpace BLUE).
- Collaborate with volunteers and staff in the design, promotion and execution of special events and fundraising initiatives for WonderSpace.
- Coordinate with volunteers and staff in the achievement of the annual benchmarks set for WonderSpace.
- Promote WonderSpace events and programs in ways that achieve the target participation level for each program.
- Oversee all aspects of communication for WonderSpace, including its website, social media, and content marketing, as well as keeping the leadership well-informed about the impact of WonderSpace.
- Attend WonderSpace Advisory Team, Fundraising Team, and Partner Church meetings.
- Ensure that all logistics for regular programming and special events are well executed.
- Manages all aspects of WonderSpace programming, including volunteer and staff recruitment and development, program management, promotion, and logistics in ways that align with its core mission and the mission of College Wesleyan Church.
- Complete the assignments related to WonderSpace that might come from the Director of Children's Ministry at College Wesleyan Church



Qualifications & Desired Skills

- Demonstrate ability to complete tasks and plan events.
- Administrative and database experience.
- Compassion and empathy for individuals experiencing grief and loss.
- Excellent active listening and communication skills.
- Ability to maintain confidentiality and respect personal boundaries.
- Trauma informed, non-judgmental, and culturally sensitive.
- Ability to take initiative and work collaboratively in a team environment.
- Demonstrate ability to lead and manage a positive team culture.

Working Conditions

- This is a 5-year grant funded position with possible extension pending sustainability funds.
- Include irregular hours involving evening and occasional weekends.
- Training is provided to continue your education in grief peer support, grief facilitation, play based learning, and childhood development.
- One on one coaching is also provided to help equip you in project management, ministry advancement, and program development.
- Agree to uphold the CWC Staff Conduct and Lifestyle Agreement, the Employee Fraternalization Policy, and the Confidentiality Agreement
- Nature of work is a balance of sedentary administrative work and active playdate oversight; the ability to physically interact with young children is required; the ability to move equipment on wheels is required.

Benefits

- Medical, vision, dental insurance