



CANYON HILLS
COMMUNITY CHURCH

JOB DESCRIPTION:

SOUTH EVERETT KIDS MINISTRY DIRECTOR

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DIRECTOR of
ADMINISTRATION

SOUTH EVERETT KIDS MINISTRY DIRECTOR

Canyon Hills Community Church | Bothell, Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 5,000 weekly worshipers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

THE ROLE AT A GLANCE:

We are seeking a Kids' Ministry Director who will provide spiritual leadership for our South Everett Kids Ministry. As Canyon Hills continues to grow its South Everett campus, this role ensures every child and family experiences a safe, consistent, and Christ-centered ministry each weekend. We are looking for someone who is relationally gifted, loves children and families well, leads volunteers with energy and care, and thrives in building healthy, sustainable teams. This person will oversee everything from curriculum and classroom readiness to volunteer development and weekend logistics, serving as a visible presence for the South Everett Kids Ministry community.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

The Kids' Ministry Director gives South Everett a dedicated shepherd for its youngest disciples and the volunteers who serve them, ensuring the same equipping, discipleship, and encouragement of families that already marks Canyon Hills Kids Ministry in Bothell. This role is essential to recruit and develop volunteers, maintain safety and excellence on Sunday mornings, and build the trusted relationships that help children grow in their faith and families feel at home.

IN YOUR NEW ROLE, YOU WILL:

- Support the Lead Pastor in carrying out the mission and vision of the church
- Provide spiritual leadership for the South Everett Kids Ministry
- Recruit, onboard, train, and coach volunteers, caring for them as people first
- Build healthy, sustainable volunteer teams through regular encouragement, feedback, and leadership development
- Identify and develop future volunteer leaders, including potential coaches and team leads
- Oversee volunteer scheduling, classroom staffing, and weekly ministry workflows
- Coordinate service logistics, supplies, and classroom readiness each week
- Adapt and contextualize curriculum for the South Everett campus while staying aligned with Canyon Hills' teaching philosophy
- Partner with the Bothell Kids Ministry team to maintain consistency across campuses
- Build genuine relationships with children and families, serving as a visible, trusted presence each weekend
- Serve as a Director on the Management Team
- Fulfill other Directorial duties as needed



IN THIS ROLE, YOU WILL REPORT TO:

The Kids Pastor

WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus
- Experience leading, coaching, or directing volunteers, ideally in a kids' or children's ministry setting
- Working knowledge of child safety best practices, background check processes, and classroom safety protocols
- Comfort and competency working with children directly, not just managing programs from behind the scenes
- A church-planting or start-up mindset, i.e. the ability to build systems, teams, and culture from the ground up rather than maintain something already established
- Flexibility and resilience to operate with ambiguity as South Everett's ministry model takes shape
- Experience developing or adapting curriculum for different age groups
- A genuine heart for ministry, especially for children and families
- Creative, organized thinking with the ability to manage competing priorities
- Excellent written and verbal communication skills
- A team-first mentality with a strong work ethic and the ability to multi-task
- Strong people skills, including the ability to give and receive feedback with a positive, encouraging attitude toward staff and volunteers
- Servant leadership with the ability to thrive in a dynamic, collaborative environment
- Theological alignment with CHCC and the ability to communicate within the boundaries of Canyon Hills doctrine
- Commitment to the mission and purposes of CHCC
- Membership at CHCC upon hire

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 5000 weekly worshippers.
- Through the generous support of Canyon Hills, our Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but also provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.



OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.

"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.

"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6