

AWANA Director

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| Roles and Responsibilities | <p>A director is responsible for the overall club operation in a local church. He or she will perform the duties and responsibilities included in this job description.</p> |
| 1. Awana ministry advocate | <p>A commander has the lead influence over the club's commitment to evangelizing and discipling children. Responsibilities of this role include:</p> <ul style="list-style-type: none"> • Ensuring the gospel is presented frequently and accurately • Communicating the vision compellingly to the volunteers and parents • Communicating ministry needs to the appropriate staff and meet weekly with the Children's Ministry director • Work with church staff to integrate the Awana ministry with other ministries (outreach, worship etc...) • Connect annually with the Awana missionary • Seek training and program information from Awana headquarters when needed |
| 2. Shepherd | <p>The success of an Awana ministry depends largely on the director's ability to recruit, train and disciple volunteers. The director works to continually increase the capacity and responsibility of the volunteers, and raise up group leaders. As a shepherd, they must:</p> <ul style="list-style-type: none"> • regularly practice disciplines of Christian living to ensure a growing relationship with Jesus • Encourage spiritual growth in those on their team • Motivate volunteers through vision casting, recognition and team building • Provide training opportunities for leaders to grow spiritually and serve excellently • Recruit and select volunteers using biblical principles • Develop leaders to assume greater ministry responsibilities • Direct compliance with the child protection policies of Harvest Palos |
| 3. Administrator | <ul style="list-style-type: none"> • Ensure that all record-keeping is accurate and up to date • Create and utilize registration materials • Create the ministry schedule • Write and distribute newsletters, promotional materials, and extra resources to parents • Keep track of all supplies, and order items as needed • Keep Awana membership and ARK membership up to date • Have a working knowledge of the ARK program |
| 4. Leader | <ul style="list-style-type: none"> • Create and follow a ministry budget • Cast vision for the team members • Build a functional, high capacity team • Communicate with other staff members for the purpose of connecting Awana to other ministries • Give and accept feedback • Solve problems that arise with volunteers, children or parents with grace and Biblical leadership |

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| 5. Communicator | <ul style="list-style-type: none"> • Communicate weekly with volunteers to set and enforce goals and standards • Communicate frequently with parents about goals, special events and schedule • Communicate with children about goals and expectations |
| Qualifications | <p>The Awana Director must have a basic familiarity with the Awana program, have completed training from Awana headquarters, and be an active and engaged member of Harvest Palos.</p> |
| Time Commitment | <p>10 hours per week, up to 15 hours when special events are being planned or the ministry is being launched.</p> |