

Resource Room Director



Part-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for supporting Bible classes and special events with supplies and materials needed for teaching and training.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Next Generation	
REPORTS TO	
Children's Minister	
TEAM	
Children's	
DIRECT REPORTS	
Volunteers	
WORK WEEK	
SUN-THURS	
HOURS PER WEEK	
25	
FLSA	
Non-Exempt	
JOB CLASS	
Professional	
MINISTER DESIGNATION	
No	
DRIVING REQUIRED	
No	

1. Supports Children's Ministry teaching teams by developing and supplying requests for training and craft materials in the classroom and special events.
2. Oversees a team of volunteers that help assemble training and craft materials as needed.
3. Purchases and supplies the Resource Room, including supplies for equipment (e.g., laminator, copiers, etc.)
4. Processes receipt purchases.
5. Maintains electronic and manual filing and record keeping system.
6. Fills teacher requests and provides supplies as needed in their respective teaching containers.
7. Collaborates with ministry leaders in the development and creation of craft ideas that compliment teaching curriculum for each age group.
8. Recruits and trains capable volunteers in support of each Sunday morning, Wednesday evening and special events. Ensures all volunteer screening is completed in a timely manner prior to scheduling volunteers.
9. Provide positive collaboration and serve as a strong team builder in support of all Bibleland events.
10. Attends and participates in departmental and staff meetings as needed.
11. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment..

MINIMUM QUALIFICATIONS

1. High School or General Education Development (GED) certificate; two (2) years college preferred.
2. Two (2) years' experience as a classroom teacher, Bibleland Coordinator or closely related field.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of budget development, expense tracking/reporting and administration.
2. Knowledge of Resource Room equipment, e.g., copiers, die-cut machine, laminator, overhead projector, etc.
3. Ability to use computers and a variety of software applications.
4. Ability to work independently with limited supervision.
5. Ability to communicate clearly and effectively through both verbal and written means.
6. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
7. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: October 2025