

Role Description – Director

An Awana® director oversees one club program. He or she provides guidance and direction to leaders under his or her leadership. A director ensures integration of the club with other Awana clubs and church ministries.

Roles and Responsibilities

A director's responsibilities fall into four roles:

Leader

A director, under the guidance of a commander, leads his or her club leaders to care for children so they can come to know, love and serve the Lord Jesus Christ.

Leadership responsibilities include the following:

- Work to achieve individual club goals.
- Evaluate club to measure achievement of goals.
- Maintain discipline.
- Conduct regular leader meetings centered on Scripture.
- Work with the commander to solve problems.
- Help recruit new leaders.
- Model Christlike leadership.

Administrator

A director is responsible for week-to-week operations of an individual club. He or she has the greatest influence on the overall success of how a club functions.

A director must be able to do the following:

- Work with the commander to ensure club activities integrate with other club and church activities.
- Plan club theme nights and organize the club calendar.
- Enforce compliance with church and club policy, including child protection standards of conduct.
- Ensure accurate club records.
- Develop and oversee check-in and check-out procedures.
- Manage club supply inventory.
- Work with the commander to complete annual club budget.
- Ensure necessary equipment availability.
- Recruit Large Group Time speakers.
- Know the contents of the handbooks in order to provide children needed information.

Shepherd

Another responsibility of a director is to shepherd his or her leaders and help transform them from mechanical leaders into spiritual leaders. Shepherding is also a necessary component of sustaining volunteers in a ministry.

In a shepherding role, directors must be able to do the following:

- Regularly practice and model Christian disciplines to ensure a growing personal relationship with Jesus Christ.
- Motivate leaders.
- Pray with and for leaders and clubbers.
- Assist leaders in their efforts to communicate the gospel to children and parents.
- Assist leaders during Handbook Time.
- Establish and maintain ongoing leader training.
- Encourage children during all segments of a club night.
- Participate in worship time.
- Share the gospel.

Communicator

The most visible responsibility of a director is communication. Connecting with leaders and parents is a vital part of a director's responsibility.

Some responsibilities are the following:

- Communicate with parents regarding club events, policies and activities.
- Communicate with leaders about local, regional and national events.
- Facilitate Large Group Time and emcee activities.
- Distribute awards.
- Ensure promotion and publicity to the church and community.
- Motivate leaders and clubbers.

Qualifications

- Trust in Jesus Christ as his or her personal Savior.
- Be in a growing relationship with Christ.
- Have a passion for children and youth to come to know, love and serve Jesus.
- Demonstrate leadership abilities.
- Communicate effectively one-on-one as well as to large groups.

Time Commitment

Five to seven hours average per week.