

Child Protection Manager

(Part-time)



The **Child Protection Manager** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by overseeing all aspects of the child protection process in line with the Diocese of the Mid-Atlantic policy for the protection of children.

The priority of the staff at Resurrection is to love Jesus and cultivate a heart for Him and His people in order to fulfill the mission to know Christ and make Him known. Seeking to become more like Christ in who we are what we do is the foundation upon which we serve to make Him known. As a staff we strive to model everything we teach about knowing and following Christ, growing in faith and character, loving our neighbor, receiving healing, resolving conflict well, and serving with excellence, joy and gladness.

POSITION SUMMARY

The Child Protection Manager manages all aspects of the child protection process including maintaining an up-to-date CCB database on all volunteers and ensuring that all volunteers have met the policy and renewal requirements before volunteering. On a rolling basis, the Child Protection Manager manages the volunteer interview process, background check, and reference reviews while communicating to volunteers the need for renewal training. The Child protection Manager holds trainings for volunteers throughout the year.

KEY RESPONSIBILITIES

- Work closely with the Directors of Children and Student Ministries to ensure that all volunteers have fulfilled all the requirements of the policy before serving with children or students.
- Ensure that all vestry members, clergy, and staff with direct supervision of children have read and signed the DOMA policy for the protection of children.
- Ensure that up-to-date information on volunteers, staff, and vestry members is stored properly in CCB.
- Communicate volunteer status to ministry leaders throughout the year.
- Help organize supervisor plans for any event that involves the participation of minors.
- Schedule in-person trainings and keep attendance.
- Manage the child protection process which includes reviewing applications, contacting references, conducting interviews, running background checks, recording training attendance, and alerting volunteers, staff, and vestry of renewal deadlines.
- Report concerns to HR staff representative, appropriate ministry leaders, and rector.

POSITION REQUIREMENTS

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Proficient in Church Community Builder, Microsoft Word, and Microsoft Excel.
- Detail-oriented, proactive, and self-sufficient in administrative tasks.
- Ability to communicate graciously and honorably with others.
- Trustworthy in dealing with sensitive information.
- Trustworthy in abiding by and implementing policies passed by the vestry and DOMA
- Satisfactory background check and references.
- Agreement with ACNA, Diocese of Mid Atlantic, and Resurrection theology and policies.