

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Associate Director of Children's Ministries (Elementary)	Date: July 2019
Department: Next Generation	Prepared By: revised 2019 by SSS, MDP
Regular – 30 hours / week	Non-Exempt

SUMMARY: Work alongside the Director of Children's ministries to minister to children from Kindergarten through 4th Grade and their parents in order that our young people will come to know Christ, love Christ, and serve Christ. Provide a safe and nurturing environment for children. Present God's Word to the children. Select/develop appropriate curriculum. Recruit, train and coordinate volunteers.

- ESSENTIAL FUNCTIONS:**
- 50% Recruit, train, and coordinate volunteers for elementary programming. Review, purchase and/or develop elementary curriculum and supplies. Maintain attendance records. Co-plan all programming and special events.
 - 10% Correspond and connect with parents, children, teachers, and volunteers; and start new programs for parents and children.
 - 25% Provide oversight for Sparks and T and T for Awana including volunteer recruitment and training and curriculum preparation.
 - 5% Attend to cleanliness and safety of the Children's facility areas.
 - 5% Attend meetings and conduct follow-up projects.
 - 5% Professional development

ACCOUNTABILITIES:

- Work with the Director of Children's Ministries to provide leadership and direction for Children's Ministry programming, ages Kindergarten to 4th Grade. Facilitate an inviting place where children and their families want to come and learn about God and grow their faith.
- Lead children, their families, and volunteers in a personal and professional manner; minister to their needs by:
 - encouraging family worship and faith nurture in the home;
 - creating opportunities for children and families to strengthen friendships within the church;
 - preparing and implementing curriculum in an age-appropriate, developmentally appropriate manner;
 - coordinating with the Next Gen Ministry Assistant to recruit shepherds. Provide oversight and documentation as needed.
- Actively recruit, train, encourage and coordinate volunteer staff. Plan and implement volunteer appreciation events. Assist with management of childcare workers.
- Assist with direction and implementation of Children's Ministry Special Events.
- Ensure all facilities and spaces are maintained properly. Purchase necessary supplies.
- Pray for the children and their families in the Elementary ministry.
- AWANA
 - Coordinate all details concerning planning and implementation of AWANA
 - Recruit and lead volunteers
 - Shepherd children, volunteers, and families on Wednesday night;
 - Communicate with parents, volunteers, and community
- Attend regularly scheduled staff, Children's Ministry Team, and Next Generation meetings as well as any other needed meetings.
- Continually improve children's programs, parent involvement/interaction, and all ongoing program development as it pertains to children Birth through Pre-Kindergarten.

INTERNAL/EXTERNAL RELATIONSHIPS

- Will work in cooperation with and under the direction of the Director for Children's' Ministries and the Associate Pastor for Next Generation Ministries.

QUALIFICATION STANDARDS:

- An active, growing relationship with Jesus Christ
- Knowledge of the Bible, the Reformed tradition, and an ability to relate the Gospel of Jesus Christ to children and their parents/families
- Must be gifted in organization, event planning, computer skills, and detail-oriented activities
- Bachelor's Degree preferred (in education or a child-development field)
- Preferred experience working with children and parents in faith-based programs or similar fields.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date