

11-15-17

Position: Director of Children's Ministries

Employment Status: Part-Time / 25 hours

Work Location: Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

Work Hours: TBD

Position Description:

1. Create an exciting, inviting learning environment for children and families in Children's Ministry (CM) at PCPC.
2. Ensure that the curriculum is age appropriate, high quality, and fun.
3. Recruit, train, coordinate, and supervise staff/volunteers for (CM) classes and events, worship services, and PCPC programs and safety protocols.
4. Ensure every child and family know they are special, welcome, and valued at PCPC.
5. Develop a parent/child communication plan using social media, e.g. Facebook, Instagram, Google+, Shared Google Documents, Meetup, You Tube, Twitter, etc., as appropriate, in addition to PCPC website, newsletter and e-blast to attract, excite, inform, and connect young families with PCPC CM.
6. Use quality connection ideas and forms to inform and encourage children and families, e.g. "Thank you for visiting," "We've missed you," "Happy Birthday," "Congratulations," event flyers and promotion.
7. Maintain an inviting greeter/registration area with greeter(s), information brochures, and visitor registration.
8. Create a visual identity – perhaps, a name and logo for special area, on communication pieces, to help parents identify CM notifications, and for attractive, user friendly signage with easy to follow directions to classes, restrooms, and main buildings.
9. Create opportunities for child involvement, e.g. greet at services and participate in services by reciting, performing, and/or informing about activities.
10. Coordinate and provide leadership in developing and implementing a young family outreach ministry focused on children activities.
11. Communicate the CM program to other staff, church leaders, congregation, and community as appropriate.
12. Organize, set-up, and stock classrooms with necessary supplies.
13. Organize and facilitate CM Team meetings (may use technology to maximize time efficiency) and attend staff meetings.
14. Work with Buildings and Grounds Team for facility needs.
15. Proactively address issues or emergencies that arise.
16. Coordinate sanitation and safety protocols for CM.

17. Participate in the CM Team annual budget estimating process.
18. Coordinate childcare for PCPC services and events.
19. Participate in the life and worship of the PCPC congregation.
20. Perform other duties as assigned.

Position Requirements:

1. Growing faith in Jesus Christ.
2. Adherence to ECO's Essential Tenets. [http://eco-pres.org/static/media/uploads/resources/Essential%20Tenets/new format -_essential.pdf](http://eco-pres.org/static/media/uploads/resources/Essential%20Tenets/new_format_-_essential.pdf)
3. Bachelor's Degree preferred.
4. 5 years of experience in children's ministry or related field.
5. Expertise in child development.
6. Knowledge of federal and state laws relating to operating children's programs.
7. Participation in evening, weekend, and special events as required.
8. Compliance with signed PCPC Child Protection Policy.
9. Volunteers and CM staff trained on PCPC Child Protection Policy.
10. Satisfactory Background Check.

Competencies:

1. Strong interpersonal skills in working well with children, families, staff, and volunteers.
2. Strong computer, social media, and technology skills.
3. Strong verbal and written skills.
4. Planning and organizing.
5. Efficient and effective time management.
6. Strong work ethic.
7. Attention to detail.
8. Confidentiality.
9. Integrity.

Position reports to Senior Pastor/Head of Staff.

Applicants interested in this position, please contact Personnel & Administration representative Al Hastings. alhastings36@gmail.com