

Associate Director of Elementary Kids

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Associate Director of Elementary Kids is actively engaged in helping kids develop their faith in Jesus by leading elementary aged kids on Sunday mornings and Wednesday nights during the program year. The Associate Director of Elementary Kids will be successful when elementary programming is gospel-focused and growing in authentic ways, the individual is building and fostering relationships with kids and their families, and student and adult leaders are actively engaged in teaching and serving kids. This position is part of the Kids' Ministries team, reporting to the Director of Kids' Ministries.

PRIMARY RESPONSIBILITIES

Elementary (K – 5th grade)

- Plan and coordinate elementary programming
 - Implement the overall vision for the program into weekly programming
 - Work with the Kids' team to determine curriculum and overall program development for the ministry year
 - Prepare for Sunday morning & Wednesday night programming each week
 - Create engaging environments for large group and small group learning
 - Maintain and manage classroom inventories, cleaning and safety protocols
- Establish and develop relationships with families and partner with them in the spiritual development of their kids
- Identify, equip, and empower new volunteer leaders to build a strong volunteer team
- Provide resources for current leaders as they teach and lead in the classrooms
- Manage volunteer scheduling for programs, weekend services, and special events
- Coordinate training and leadership as needed; ensure that policies and procedures are being followed by volunteers
- Plan and facilitate special elementary events throughout the program year, including Family Communion Workshop and other grade specific events

Overall Kids Program Support

- Work with the Kids' Ministries team to plan and facilitate special events, VBS, other camps, and Kids Christmas throughout the ministry season
- Support the development and execution of programming for kids at Community@10
- Work together with Director of Kids' Ministries to create strategies for parent development and engagement that align with Kids' Ministries' goals and curriculum
- Support the Director of Kids' Ministries in developing and facilitating a parent network
- Assist in the planning of parent and family initiatives
- Work together with Kids' team to facilitate communication efforts with families

OTHER DUTIES

- Attend weekly Kids' Ministries staff meetings

OTHER DUTIES CONTINUED

- Meet weekly with the Director of Kids' Ministries for development, encouragement, feedback, and accountability
- Attend CPC all-staff meetings and other program staff events/retreats as determined by the Director of Kids' Ministries
- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Palm Sunday, etc.), and other leadership events
- Set aside time each week for spiritual reading, studying, and learning

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Ability to engage kids and families in authentic, relational ways
- Experience working with and leading kids
- Effective communicator and teacher
- Ability to recruit, train, and sustain a volunteer leadership team
- Collaborative spirit and team player
- Solid organizational, detail-oriented, and multi-tasking skills
- Self-starter with a strong work ethic
- Leadership experience, skills, and abilities
- An eagerness to learn with a teachable and flexible spirit

PREFERRED REQUIREMENTS

- BA/BS degree relevant to ministry work
- Curriculum use and implementation
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Associate Director of Elementary reports to Director of Kids' Ministries

HOURS: This is a full-time (40 hours/week), year-round, salaried and exempt position. The work week is Sunday-Thursday, with Wednesday night programming during the academic year.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

APPLICATION DETAILS: For further information, or to submit a resume and cover letter, please email: employment@cpcedina.org.