

Hope United Methodist Church, East Flat Rock, NC
Job Description

Position: Director of Children and Youth Ministries

Part Time Position: 20-25 hours per week

Compensation: Starting salary of \$15,000 with opportunity to grow to a full time position.

Reports to Minister

Position Summary: This person will develop and grow all ministries, provide leadership and overall direction for Hope children ministries, birth through Middle School and have specific responsibility to foster spiritual development. The position has considerable independence within the areas described below. Pastor and Staff Parish Relations Committee will conduct an annual evaluation and provide support throughout the year as needed.

Specific Responsibilities include:

- Plan preschool, elementary and middle schools curriculum and regularly evaluate same; recruit and train children's preschool school teachers and substitutes for implementation of curriculum.
- Coordinate, schedule, and supervise the paid and volunteer nursery caregivers on Sunday morning, special worship services, and throughout the week when needed.
- Manage budget to support paid staff needs.
- Annually, review and update the Childcare Ministry Policy and fulfill Safe Sanctuary requirements.
- Track attendance
- Coordinate Sunday morning children's church with Pastor
- Promote Hope children's ministry to existing church families and new families.
- Attend staff meetings weekly or as required.
- Communicate activities with Hope Mountain Preschool Organization.
- Provide a safe environment
- Coordinate nutrition availability for various programs

Minimum Qualifications:

- Bachelors or Associates preferred. Work place experience or certification in early childhood development also considered
- Clear understanding of the importance of providing a safe and nurturing environment.
- Proficient in Social Medium platforms
- Good oral and written communication skills
- Must have a passion for children and families
- Bachelors degree in a related field preferred
- Professional experience working with children's ministry
- First Aid and CPR certification or willingness to be trained
- Personal Christian faith with desire and ability to share it with children and their families.
- Bilingual in Spanish/English preferred

Resources available:

- Personal Office
- multiple class rooms
- nursery
- Fellowship Hall with complete kitchen
- Budget for sunday school curriculum

Desired Specific

- Create system for recruiting children:
 - Registration
 - Sign in sheets with phone numbers
 - Background if possible
 - Allergies or special needs
- Outreach events during first 6 months.
 - 3-4 times per year