



Associate Director of Elementary (4th & 5th grade emphasis)

CPC Vision

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

Overview

The Associate Director of Elementary is actively engaged in helping kids develop their faith in Jesus by primarily leading 4th and 5th grade kids on Sunday mornings and Wednesday nights during the program year. This position is part of the Kids' Ministries team, reporting to the Director of Kids' Ministries.

PRIMARY RESPONSIBILITIES

- Partner with the Director of Kids' Ministries and team to develop a thriving kids ministry
- Support the overall mission and goals of the Kids' Ministries team by developing relationships, implementing strategy, and utilizing curriculum in programming
- Be actively engaged in the ministry of Christ Presbyterian Church
- Plan and coordinate elementary programming
 - Teach Sunday school to 4th and 5th grade on Sundays
 - Teach and lead K-5th grade kids on Sunday mornings (Kids' Church) and Wednesday nights (Gatherings)
 - Create engaging environments for large group and small group learning
 - Adapt and implement curriculum as needed
 - Oversee and keep 4th & 5th grade classroom safe and clean
- Build and develop relationships with families and partner with them in their spiritual development of their kids
- Participate in volunteer recruiting, training, and leadership; ensure that policies and procedures are being followed by volunteers
- Participate in camp preparation and shared leadership for elementary-age camps and VBS
- Teach weekend children's sermon as needed
- Plan and facilitate special elementary events throughout the program year, including Family Communion Workshop and 4th/5th grade specific events
- Work with the Kids' team to plan special holiday services throughout the year
- Attend weekly Kids' team and monthly CPC staff meetings

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- A working knowledge of Scripture and an active prayer life
- A commitment to make CPC your home church and faith community
- Ability to engage kids and families in authentic, relational ways

- Effective teaching skills
- Proactive communicator, collaborative spirit, and team player
- Working knowledge of Microsoft Office (Outlook, Excel, Word) and Google Docs
- Strong organizational, detail-oriented, and multi-tasking skills
- Self-starter, strong work ethic
- Leadership experience, skills, and abilities
- An eagerness to learn with a teachable and flexible spirit

PREFERRED REQUIREMENTS

- Experience working with elementary students and in a ministry setting
- Curriculum use and implementation
- Basic understanding of vocational ministry
- Bachelor's degree

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.

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

HOURS: This is a full-time, exempt, year-round position

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

For further information, or to submit a resume and cover letter, email or mail to:

employment@cpconline.org

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