



Associate Director of Preschool (2-year-olds – PreK)

CPC Vision

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

CPC Kids' Mission

CPC Kids' Team partners with families to disciple loving, lifelong followers of Jesus.

OVERVIEW

The Associate Director of Preschool provides leadership, organizational management, and teaching oversight for programming on Sunday mornings for 2-year-olds through PreK children, as well as teaching oversight of Mom's Morning Kids' Programming. The Associate Director will work collaboratively with peers, interns, parents, and volunteers in order to accomplish weekly relational and programmatic ministry and be a part of the Kids' Ministries Team, reporting to the Assistant Director of Kids' Ministries.

PRIMARY RESPONSIBILITIES

- Plan and coordinate weekend programming for 2-year-olds through PreK
 - Prepare, lead, and oversee teaching each week
 - Help choose and then implement chosen curriculum
 - Train, connect with, and develop volunteers
 - Engage with families
- Support the planning and coordinating of Mom's Morning kids' programming
 - Prepare, lead, and oversee teaching each week
 - Help choose and then implement chosen curriculum
 - Assist in training, connecting with, and developing volunteers
 - Engage with families
 - Assist in registration process and organizational planning
- Make initial contact with families of preschool children with special needs, serving as a bridge between families and special needs buddies
- Attend and assist in planning and leading Kids' Ministries events, including VBS each summer
- Build and maintain relationships with families and partner with them in the spiritual development of their kids
- Recruit volunteers and Childcare Associates for 2-year-olds through PreK weekend programming and Mom's Morning kids' programming, including special needs buddies
- Support and encourage Childcare Associates and volunteers who serve with your areas of responsibility by upholding policies, implementing procedures and guidelines, and troubleshooting changes as needed
- Maintain and be accountable to the budget of your areas of responsibility
- Keep classrooms safe, clean, and stocked
- Provide support and leadership for summer Sunday school

- Partner with Kids' Ministry and overall Family Ministries team to equip and empower interns throughout the school year and during the summer months

OTHER DUTIES

- Lead and/or assist in special projects and roles that support the overall mission of Kids' Ministries and CPC
- Attend Kids' Ministries meetings as determined by the Assistant Director of Kids' Ministries
- Meet regularly with the Assistant Director of Kids' Ministries for development, encouragement, feedback, and accountability
- Attend CPC staff meetings and other program staff retreats
- Effectively communicate with staff, congregation, visitors, and vendors
- 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 Christ
- A working knowledge of Scripture and an active prayer life
- A commitment to make CPC your church home and faith community
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- Ability to engage kids in authentic, relational ways
- Experience working with and leading kids
- Proactive communicator, collaborative spirit, and team player
- Relational experience with leading parents and volunteers
- Ability to recruit volunteers
- Strong organization, detail-orientation, and multi-tasking skills
- Self-starter, strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- Basic understanding of vocational ministry, specifically in the area of kids

PREFERRED REQUIREMENTS

- Leadership skills and abilities
- Curriculum use and development
- BA/BS degree relevant to kids ministry work

PHYSICAL REQUIREMENTS

- Ability to sit, walk and/or stand for extended times.
- Ability to frequently stoop or kneel to participate in activities with children.
- Ability to talk to and hear a large group of children.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving a keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity.

The physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

POSITION REPORTING: Associate Director of Preschool (2-year-olds – PreK) reports to the Assistant Director of Kids' Ministries.

HOURS: This is a year-round, 40 hours per week, exempt position. Sunday morning hours are a significant part of the role.

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.

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

employment@cpconline.org

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