



ASSOCIATE DIRECTOR OF CHILDREN’S MINISTRY

Department: Family Ministries	Reports To: Director of Children’s Ministry
Benefit Eligibility: Full Benefits	FLSA Status: Salaried, Exempt
Schedule: Sun–Thurs, some evenings	Job Class: Intern Contract Worker
	Location: UPC Main Campus

SUMMARY

The Associate Director is a member of the Children’s team and the larger Family Ministry team and provides support and leadership with kids ages birth to fifth grade and volunteer teams. This role is a part of the greater UPC staff team and supports the mission/vision of UPC.

RESPONSIBILITIES

- Partners with children’s staff to oversee Sunday and mid-week kid’s programming and teams
- Collaborate with the Children’s Director to research, select and implement curriculum and resources
- Promote an engaging, fun, loving, Christ-centered environment where children and parents feel welcomed
- Partner with CM and FM staff for events, camps, milestones, grade transitions, and other activities which includes planning and leading milestone classes and large portions of events
- Recruit and train intergenerational volunteers on a very regular basis
- Meet with volunteers for regular feedback on weekly programs and/or specific incidents
- Help the Director supervise, train, and develop interns

- Find ways to involve and equip parents in the faith formation of their children

POSITION REQUIREMENTS

- A growing relationship with Jesus Christ and strong theological understanding
- Experience teaching groups of children in a church, camp, or school setting
- Experience leading teams and programs
- Ability to build positive relationships with parents, volunteers, co-workers, and supervisors
- A team player who is also a self-starter and able to work independently
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to be flexible and adaptable as needed to accomplish goals
- An enthusiasm for Children's and Family Ministries
- An attentiveness to detail in achieving a larger goal
- Has read and understood the Essential Tenants of UPC and has agreed to support them in the work they do at UPC

PHYSICAL REQUIREMENTS

- This position may require some travel and a flexible schedule to respond to ministry needs