



Associate Director of Elementary

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 and implement a thriving kids ministry
- Support the overall mission and goals of the Kids' Ministries team by implementing the strategy, curriculum and programming specific to 4th and 5th grade kids
- Be actively engaged in the ministry of Christ Presbyterian Church
- Plan and coordinate all aspects of 4th and 5th grade programming
 - Teach on Sunday mornings and Wednesday nights
 - Create engaging environments for large group and small group learning
 - Adapt and implement curriculum as needed
 - Oversee and keep 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 as needed; ensure that policies and procedures are being followed by volunteers
- Plan and implement 4th and 5th grade overnight camp
- Teach weekend children's sermon on a regular basis
- Plan and facilitate special elementary events throughout the program year, including Family Communion Workshop
- Work with the Kids' team to plan special holiday services and programs throughout the year
- Attend Kids' team and CPC staff meetings as designated by the Director of Kids' Ministries
- Participate in camp preparation and shared leadership for elementary-age day camp

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Christ, with a working knowledge of Scripture and an active prayer life
- Ability to engage kids and families in authentic, relational ways
- Proactive communicator, collaborative spirit, and team player

- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- Strong organizational, detail-oriented, and multi-tasking skills
- Self-starter, strong work ethic
- An eagerness to learn with a teachable and flexible spirit
- A commitment to make CPC your home church and faith community

PREFERRED REQUIREMENTS

- Experience working with elementary students and in a ministry setting
- Leadership skills and abilities
- Effective teaching skills
- Curriculum use and implementation
- Basic understanding of vocational ministry

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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