

## **JOB DESCRIPTION**

### **CHILDREN'S MINISTRY & COMMUNICATIONS COORDINATOR**

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January 2020

- TITLE:** Children's Ministry & Communications Coordinator
- SUPERVISION:** Reports to Minister to Families (Phil Letizia)
- OBJECTIVE:** To coordinate the Park Road Pres Children's Ministry from Nursery to 5<sup>th</sup> grade and provide guidance and maintenance for the communications of the church via website, social media, and other administrative outlets.
- QUALIFICATIONS:** A competent organizer/administrator who cares for children and has experience in childcare; A commitment to Christ and to the doctrines of the faith; a skillset that allows for website maintenance, social media knowledge, and general administrative tasks. A willingness and ability to work hard for upwards of 45 hours per week; A people person.

#### **Children's Ministry Responsibilities (appx. 30 hours per week)**

1. To develop and maintain a rotation of Children's ministry volunteers, vetted, approved, and trained according to the Children's Ministry Procedure Manual.
2. To have a full grasp and understanding of the Children's Ministry Procedure Manual, and regularly contributing to its improvement, including all security and check-in systems for Children's Ministry events.
3. Coordinating the recruitment and training of all children's ministry volunteers.
4. To establish, order, and organize all Children's Ministry curriculums from Nursery-5<sup>th</sup> grade, with the approval of the Minister to Families.
5. To be able to teach when needed and be a part of the regular teaching team of the Children's Ministry.
6. To cast vision and direction for Sunday School, and Children's Church for children 3<sup>rd</sup> grade and younger.
7. In conjunction with the Minister to Families, provide teaching, instruction, and recruitment for regular Communicants classes.
8. To cast vision and direction for regular children's ministry events for children and families throughout the year, outside of Sunday mornings.
9. Vacation Bible School – the largest Children's Ministry Event of the year. The Children's Ministry Coordinator will fully organize and direct this program, leading a team of volunteers from January-June of the calendar year. This will require a sizeable amount of work come April, May, and June, of every year.
10. In conjunction with the Minister to Families, provide meaningful opportunities for the families of Park Road Pres to be actively cared for, and led to grow in their spiritual lives.

#### **Communications & Administrative Responsibilities (appx. 15 hours per week)**

1. Maintain public relations.
2. Through website development and maintenance, expand the PRPC platform in web communications with the congregation and general public.

3. Develop a Social Media strategy for PRPC and regularly update and utilize social media platforms for all PRPC events.
4. Work directly under the supervision of the Pastoral Staff to develop an effective communication strategy for the entire church.
5. Constantly evaluating the communication of PRPC and how it can be improved to better communicate with our members and the surrounding community.
6. To produce the weekly PRPC worship bulletin, bringing it in line with the design and communicative strategies of the church.

This is a full-time position, appx. 45 hours per week.

Salary, benefits, vacation, and paid time off will be determined in conversation with candidates

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