

PRINCE OF PEACE EPISCOPAL CHURCH

Prince of Peace Episcopal Church is seeking a part-time director of our Children's and Families Ministry. Consistent with all other positions at Prince of Peace (POP), the goal of this position is to "know, love, and serve Jesus as Savior and Lord, to share His healing and transformation with all people." Additionally, The Children's and Families Ministry (CFM) director maintains "a safe place to grow in faith, have fun in fellowship, live the Word and share God's love" with all children and families.

Qualifications:

- ❖ Has a sincere love of God's people of all ages and lives out his/her faith and continually seeks growth opportunities.
- ❖ College degree preferred, but not required
- ❖ Some experience in Christian education and an appreciation of the Episcopal tradition is preferred. Previous knowledge and experience in choosing appropriate curricula for church school would be beneficial.
- ❖ Enjoys and has experience working with and teaching children. Has a clear understanding of their developmental needs through children's education classes or is willing to complete such coursework.
- ❖ Strong organizational skills and is able to coordinate a multi-faceted program.
- ❖ Is self-motivated, organized, detail-oriented and is able to prioritize, plan and manage multiple tasks.
- ❖ Possesses excellent verbal and written skills.

Responsibilities:

- ❖ Welcome parents and children into programs and activities in a way which creates an environment of loving care, safety, and hospitality.
- ❖ Work in close relationship with other staff and all church leaders, including clergy and Vestry.
- ❖ Develop and implement annual calendar for church school preparation, including curriculum objectives, staffing and volunteer needs, Sunday morning schedule, special events and projects.

- ❖ Keep records (class lists, birthdates, etc.) Participate in the administrative tasks of budgeting, scheduling, and additional record-keeping.
- ❖ Communicate regularly with parents, through frequent emails, the church calendar and personal contact.
- ❖ Recruit, coordinate, mentor and train teachers and volunteers.
- ❖ Perform other duties as assigned by the Rector.

Additional Qualifications

- ❖ Must be computer literate and proficient in office technology applications
- ❖ Holds or can obtain a valid California driver's license.
- ❖ Must complete required training in prevention of workplace discrimination and sexual harassment, and in safeguarding of children.
- ❖ Must pass background check.

Work Hours:

- ❖ Approximately 16 hours per week.

Salary Range: \$28 - \$35 per hour depending on experience.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, age, sex, gender, gender identity or expression, sexual orientation, marital status, medical condition, disability, genetic information, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

Please send cover letter and resume to: jobs@popwh.org

Write "Children Ministry" in the subject line of your email.