

**Independent Presbyterian Church (PCUSA)
Birmingham, AL
Job Description**

Position Title: Assistant Director of Children's Ministries

Status: Full Time

Reports To: Director of Children's Ministries

FLSA: Exempt

Supervises: Nursery Workers and Children's Ministries Volunteers

Contact: Rev. Elizabeth Goodrich, Associate Pastor and Director of Discipleship

egoodrich@ipc-usa.org; 205-933-1830

Job Summary:

The role of the Assistant Director of Children's Ministries is to support all aspects of children's ministries at IPC, including nursery, preschool, elementary, and Catechesis of the Good Shepherd. The Assistant Director works closely with the Director of Children's Ministries to ensure that all aspects of IPC's ministries for children run smoothly and deliver meaningful and effective Christian formation for our youngest disciples. This position is also part of the larger Discipleship ministry team and, as such, works in coordination with CE staff, volunteers and ministry teams. The person in this position must possess a mature faith and be a disciple of Jesus Christ.

Responsibilities/Duties:

1. Works with the Director of Children's Ministries to plan, develop, organize, and implement ministries for children ages birth to 6th grade, including Sunday morning church school, Wednesday evening programs, fellowship events, small groups, and special events.
2. Handles communications for Children's Ministries, including weekly family emails, promotional materials, and information for IPC publications. Regularly checks and updates Children's Ministries information on IPC website and communicates with staff and parents to ensure that information is well publicized and easy to locate.
3. Serves as coordinator of the nursery for Sunday mornings, Sunday evenings, Wednesday evenings, and other times childcare is requested for church events. This role includes training, scheduling, and supervising the IPC nursery operation whenever IPC nursery services are offered; working in the nursery when needed; maintaining necessary nursery supplies and equipment; maintaining check in system for families leaving their children in the nursery; and interacting with children, families, and staff to foster a safe, nurturing, and welcoming nursery environment.
4. Manages the logistics of major children's ministry events such as Fall Festival, Advent Workshop, Seder Meal, and Easter Egg Hunt.
5. Offers a ministry of presence in children's ministry programming-- building relationships with children and families; fostering a nurturing, collaborative culture in the ministry; and attracting families to IPC.
6. Teaches in the children's ministry on an as-needed basis, develops familiarity with Catechesis of the Good Shepherd, and assists in atria as needed.
7. Orders and prepares supplies, curricula, and materials as needed for children's ministries, classes, and events.

8. Prepares weekly worship bulletins for children and supervises volunteer preparation of worship bags.
9. Works with Director of Children's Ministries to ensure compliance with IPC's Child and Youth Protection Policy.

Required Skills and Abilities:

1. Passion for working with children and their families and the desire to serve God through IPC's Children's Ministries.
2. Knowledge of developmental stages of, and care required for infants, toddlers, preschool, and elementary children.
3. Excellent verbal and written communications skills.
4. Ability to multi-task, organize and manage a variety of projects and activities.
5. Excellent interpersonal skills--ability to maintain a calm, pleasant and professional manner with children and adults.
6. Adept at using email, word processing, social media, and other technology necessary to support IPC's children's ministries.
7. Possess a high regard for and ability to maintain confidentiality of any information that becomes available.
8. Ability to work amicably and collaboratively as part of the Discipleship team, as well as other departments and ministry teams.

Education and Experience

Undergraduate degree required; experience in childhood education or ministry preferred.

Physical Demands:

1. Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities with babies and/or children up to age 12.
2. Kneeling, crouching, stooping, reaching, standing, sitting for extended periods in a chair; playing with children on the floor; lifting a child up to 35 pounds.
3. Visual acuity--close and distant vision, color vision, peripheral vision, depth perception, and ability to focus with or without correction.
4. Talking--expressing or exchanging ideas by means of the spoken word.
5. Hearing--perceiving the nature of sounds at normal speaking levels with or without correction.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background check, reference checks, and a pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Assistant Director will follow any other instructions and perform any other related duties as may be required.