



## **John Knox Presbyterian Church Normandy Park, Washington**

**Position Title:** Associate Director of Children's and Community Ministry

**Time Requirement:** Full-Time, Non-Exempt

**Compensation:** \$24-\$28/hour DOE

### **Accountability:**

The Associate Director of Children and Community Ministry reports to the Head of Staff and is accountable to the Session of the John Knox Presbyterian Church (JKPC).

### **Summary:**

The Associate Director of Children and Community Ministry provides primary leadership to the ministry to children ages birth-5<sup>th</sup> grade and assists in administrative leadership to the JKPC Community Preschool.

### **Essential Duties and Responsibilities**

- Oversee, develop, and lead a comprehensive ministry and curriculum plan for children ages birth-5th grade.
- Lead and coordinate volunteers in planning and implementing seasonal special events hosted by JKPC and open to the community.
- Collaborate with Preschool Director to implement engaging communication with children and parents.
- Actively participate in and collaborate in visioning for ministries for children and families at JKPC, the Preschool, and in the larger community.
- Actively collaborate with the Preschool Director and ministry team to design, implement, and review an ongoing plan for strategic relational engagement of preschool families.
- Collaborate with the Preschool Director to design, plan, and lead chapel sessions for preschool students.
- Recruit, screen, train, and supervise paid childcare staff.
- Assist the Preschool Director in hiring Preschool staff.
- Recruit, screen, train, support, encourage, and celebrate volunteers participating in all facets of the ministry.
- Coordinate with other JKPC ministry leaders and teams to promote and encourage continuity in reaching families with children.

- Regularly participate in corporate worship at JKPC, actively contributing as a worship leader, and cultivating leadership opportunities for children.
- Attend and actively participate in ministry team meetings, church and preschool staff meetings, supervisory meetings, and training sessions.
- Maintain behavior that is consistent with the conduct and behavior expectations outlined in the JKPC Employee Handbook.
- Other duties as assigned by supervisor.

### **Qualifications**

- Education: College degree or equivalent experience in children and family ministry, preschool ministry, or a related field.
- Work Experience: Prior experience working with children and families, especially in a ministry and/or educational setting.
- Strong communicator (verbal and written) who consistently demonstrates a keen ability to work collaboratively, and effectively cultivates healthy relationships while maintaining appropriate boundaries.
- Technical competency (e.g. in computer applications, Microsoft Office).
- Candidates will be required to successfully complete background screening before they can be hired.

### **Essential Character and Values**

- A disciple of Jesus Christ in whom the fruit of the Spirit is evident, and commitment to a personal faith marked by growth and vitality.
- A Christian who approaches leadership from a place of vision, creativity, and intentionality.

**To apply, interested candidates can send their resume and cover letter to Hollie Jennings, Director of Operations at [hollie@jkpcusa.org](mailto:hollie@jkpcusa.org)**