



ST. ANDREW'S

PRESBYTERIAN CHURCH

Job Posting: Director of Elementary Ministries

Date: **January 30, 2019**
Position: **Director of Elementary Ministries**
Full-Time
Reports to: **Minister of Children's Ministries**
Apply Directly to: Gwen Reinauer - Director of Human Resources
REQUIRED: Cover Letter, Resume and completed St. Andrew's Employment Application.
Apply directly at: <http://www.sapres.org/about/job-openings/>

CLOSING DATE: **Until Filled**

ROLE AND RESPONSIBILITIES:

- Oversees all weekly children programs for 1-6 grade (Wednesday nights and weekend services).
- Supports all volunteer leaders through the preparation and execution of the curriculum.
- Assists in the recruiting and training of volunteer leaders.
- Uses appropriate child development knowledge to best meet the needs of the children.
- Provides warm, friendly, and fun environments for children and their families.
- Provides leadership for special events (Kids Night Outs, Camps, and others)
- Attends weekly CM team meeting and other All Staff meetings.
- Provides a safe and caring environment for all children.
- Oversees the budget for elementary programs.

QUALIFICATIONS:

- Actively attend St. Andrew's Presbyterian Church.
- Must work well under pressure of tight deadlines and last minute requests.
- Demonstrates strong interpersonal skills - to create rapport and credibility with others.
- Demonstrates adaptive/creative problem-solving skills.
- Positive and supportive attitude in working with others.
- Patience and capacity to train volunteers/others.
- Strong attention to detail, strong time-management and ability to adapt to evolving needs.
- Ability to work independently and focus for extended periods on routine and repetitive tasks.
- Desire to contribute to the creative environment of the Communications department.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required.
- Required experience with Final Cut. Motion, After Effects preferred.
- Required understanding of videography/photography and equipment/technology best practices.
- Adobe Creative Suite (Photoshop, Illustrator, InDesign), WordPress, Social Media preferred.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Experience with Mac computers.