

First Friends Church

Title: Asst. Director of Elementary Ed.	Reports to: Director of Children's Ministry
Department: Director	Subordinates: Interns & Volunteers
FLSA Status: Non-Exempt	Terms: 12 month at will work agreement (25 Hrs. Wk)

Position Summary: Oversee the Children's Elementary Ministry to support families in the discipleship of their children by providing quality teaching and programs.

Key Areas of Responsibility:

Elementary – Grades 1-5

- Pray regularly for Elementary coordinators, volunteers and childcare workers.
- Oversee the Elementary children's program on Sundays, Wednesdays, CLC and for special services.
- Lead children's devotionals as required.
- Recruit and oversee volunteers and coordinators for Wednesday and Sunday services to teach, assist, and substitute in the children's classes.
- Recruit and oversee the elementary Vacation Bible School Team.
- Handle any comments, complaints or situations that arise in an appropriate manner.
- Communicate encouragement with parents and volunteers through birthday and thank you cards, encouragement cards and e-mails.
- Work with facilities team and other church staff to maintain the overall appearance of the Elementary rooms.
- Turn in order requests for supplies or equipment for the resource room to the church secretary.

Childcare

- Schedule and manage the weekly childcare program to provide child care for special services and weekly bible study groups.
- Maintain a list of paid childcare workers for the weekday and weeknight nursery times. Turn in timesheets and completed check request forms to the Director of Children's Ministry for their approval and payment twice a month.

Qualifications:

- Strong interpersonal, organizational and communication skills
- Be able to work some evenings and weekends
- Be able to lift 50 lbs.
- Member of First Friends Church (or working toward)
- Clean background check
- Bachelor's degree in related field.
- Must be a Christian

Personal and Spiritual Qualifications

- The greatest requirement for the Staff at First Friends is a strong personal commitment to Jesus Christ and a love for His church (Matt.22: 36-40). He/she must demonstrate a commitment to ongoing spiritual development and maturity and must be someone with impeccable personal integrity and moral purity.
- The staff member views their position at the church as a “call” from God.
- Spiritual maturity and commitment to a Christian lifestyle. 1 Timothy 3:2-4,7 above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. (7) And he must have a good reputation with those outside the church, so that he will not fall into reproach and the snare of the devil.
- Theologically he/she must be Evangelical with a deep appreciation for the authority of scripture and an unswerving commitment to a biblically based lifestyle. (Titus1:9) This lifestyle must exemplify the purpose, philosophy, doctrines and vision of Canton First Friends Church.
- It is expected the staff operate and abide by Evangelical Friends Church Faith and Practice and the Employee Handbook.
- Able to provide pastoral care for the families of First Friends.