

Children's Education Director – Preschool and Elementary

General/Education:

- Responsible for ordering or creating curriculum for all education classes/ coordinating with teachers (Nursery – 5th Grade).
- Responsible for securing teachers and substitutes for all classes (Nursery – 5th Grade).
- Continue to evaluate and develop additional classes as needed both on Sunday morning and Wednesday nights.
- Coordinate yearly teacher training seminar/course for all Chesmont educators (This can be internal course or bring in outside facilitator).
- Ensure each volunteer that interacts with our children in any capacity has all required background clearances, and help volunteers obtain these if needed.
- Vacation Bible School (VBS):
 - o Secure a team of volunteers to help execute VBS
 - o Ensure that the lessons, crafts, games, etc. are prepared and go with the yearly theme
 - o Work to reach out to Coventry Christian Schools, Project Purpose, and community families to increase involvement and attendance at VBS.
- Plan and execute quarterly social events for the children and their families (possible examples: Trunk or Treat, Christmas movie and cookies, Hayride, cookout, VBS, etc.)
- Create a year-long calendar of events so our volunteers and families can plan to attend
- Coordinate a team to lead the Junior Bible Bowl program
- Organize and manage Little L.A.M.B.S. program for Sunday mornings. This would include securing a team of volunteers and equipping them to serve in this program, ordering supplies and curriculum, preparing crafts and activities in advance, setup and cleanup on Sunday mornings (Note: this person is not expected to teach every week – that is unfair and impractical. However, this person should be prepared to be backup and on-call as needed)

Ten (10) hours/week

Position reports to the elders with quarterly reviews.