

Westminster Presbyterian Church
Waterloo, Iowa

Seeking qualified applicant for Assistant Director of Christian Education, 20 hours per week, \$15.00 per hour, position available September 1, 2010. Bachelor's degree preferred. Applicants must relate well to children and parents and have experience that demonstrates skills to assist with development, coordination and management of an effective Christian Education program. Send resume to 1301 Kimball Avenue, Waterloo, 50702. Deadline is August 6th.

Title - Assistant Director of Christian Education, part-time 20 hours per week
Reports to Associate Pastor

Purpose: To serve Westminster Presbyterian Church by assisting with the development, coordination and management of an effective, well rounded Christian Education program and to provide leadership and inspiration for the many volunteers in this ministry.

Educational requirement

- Bachelor's degree, preferred

Experience, Skills and Abilities

- Experience with pre-school and elementary age children
- Demonstrate creativity
- Ability to be flexible and manage multiple priorities
- Ability to work as a team player
- Strong organizational skills
- Strong communication skills
- Ability to maintain confidentiality
- Problem solving skills

Primary Duties and Responsibilities

- Attend Christian Education monthly meetings
- Build team spirit within the Christian Education committee and the teaching volunteers
- Assist in recruiting Sunday School and midweek program teachers /staff
- Develop parent newsletter
- Research and order curriculum materials for all Christian Education programs
- Assist in the development of the summer VBS program
- Assist with special events that involve children and families
- Coordinate and support Discovery Night supper staff
- Develop activities for and recognition of Christian Education volunteers
- Assist with the formation and sustaining of the small groups ministry
- Plan and organize Over 60 and Singles outings
- Assist with the assimilation program

Salary - \$15.00 per hour - \$15,600 yearly