**Westminster Presbyterian Church, Portland**

**Interim Director of Children’s Ministries**

**Job Description**

We are looking for a part-time interim director for our program supporting children (birth through fifth grade) and their families. Position is for 15 hours/week.

**Hours:**

Sunday, 8:30-12:30

Tuesday, staff meeting, 9:45-11:45

Children’s Committee meetings, first Tuesday, 7pm

Other hours during the week as needed

**Responsibilities:**

Oversee Worship for Life program

Recruit and support teachers and assistants

Provide curriculum and supplies

Maintain attendance roster

Oversee background checks for any adult working with children

**Supervise child care workers**

Working with a pastor, hire two child care providers (for Sunday mornings)

Conduct background checks

Schedule and find subs if not available

Turn in payroll

**Quarterly special events**

Work with Children’s Committee to put on special events:

Fall Festival,

ADVENTure,

Maundy Thursday service (with Chris and Laurie),

Children’s Worship in May

maybe VBS

Maintain classrooms and Resource Room

Working with deacons, oversee and schedule acolytes

Working with secretary to promote upcoming events

For more information, please contact Rev. Beth Neel at [bneel@westprespdx.org](mailto:bneel@westprespdx.org).