

Westminster Presbyterian, Portland is looking for an Interim Director of Children's Ministry. This position is a **one-year contract**. It is 15 hours a week (much flexibility), which includes Tuesday morning staff meetings and many Sundays. **This position earns \$30 an hour**. We welcome resumes and a cover letter sent to office@westprespdx.org. Resumes will be accepted until the position is filled.

POSITION: Interim Director of Children's Ministries

The Interim Director of Children's Ministries is responsible for providing Christian Education opportunities for the children of the Church from birth through fifth grade. The Interim Director is also responsible for integrating these programs into the life of the Church and families of the children.

ESSENTIAL FUNCTIONS:

- Plan and implement a Christian Education program for the Church's children from birth to fifth grade
- Select and adapt a curriculum to meet the Church's children's Christian Education needs
- Provide teacher training and recognition
- Recruit train and affirm volunteers for the children's Christian education program
- Integrate the Children's education program into the life of the Church
- Integrate the children's families into the program
- Oversee the Pray ground during worship
- Maintain all rooms used by the children's education program
- Coordinate a Fall Festival and Adventure

OTHER RESPONSIBILITIES:

- Staff support for the Children's Committee
- Member of the Church's staff

QUALIFICATIONS:

- College degree
- Basic computer skills
- Experience teaching children in a Christian Education environment
- Pass a criminal background check and willingness to be a mandatory reporter
- Personal faith in Jesus Christ