

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Associate Director of Elementary Ministry

Summary: The Associate Director of Elementary Ministry shepherds, leads, teaches, and supports Children's Ministry with a focus on Kindergarten through 5th grades. Support for Foster Adopt families and families of children with special needs is also an area of focus.

Location: Bethany Green Lake

Reports to: Pastor of Children, Youth, and Family Ministries

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

1. Champion all ministries and events serving children Kindergarten through 5th grade. The Associate Director also collaborates with the entire Family Ministry Team to love, inspire, and equip children, their families, and volunteers to express Christ in their daily lives.
 - Celebrate successes in Children's Ministry so that the larger church is knowledgeable and supportive of the ministry.
 - Advocate for needs in Elementary Ministry and Tween Ministry.
2. Recruit, equip, and retain volunteers through caring and attentive leadership.
 - Recruit and train enough volunteers to provide excellence in ministry to all elementary age children and families attending Bethany Green Lake. This includes lead teachers, assistant teachers, greeters, event coordinators, and other positions as needed for both school-year and summer ministries.
 - Develop a volunteer leadership team in which each member assumes a load-bearing role.
3. Participate in the planning, implementation, and continual improvement of classes, activities, and special events in collaboration with staff and volunteers.
 - Ensure that curriculum is age-appropriate and teacher friendly, edited to suit the needs of the children and volunteers, and consistent with Bethany's theology.
 - Provide support to the Associate Director of Early Adolescent Ministry for monthly Tween group and special events.
4. Collaborate with Children's Ministry Staff to provide a caring and safe environment for elementary students anytime they are on campus
 - Understand and communicate the policies and best practices to volunteers and parents as they relate to children's safety
 - Work to ensure that a warm welcome and spirit of support is communicated to parents and children.
5. Provide leadership and support for the Belong Ministry, an umbrella of care programs, in collaboration with other Bethany Ministries.
 - Provide care for Parent Support Groups for Parents of Children with Special Needs and guide the overall Special Needs Support programming.
 - Provide care for Parent Support Groups for Foster Adopt and collaborate with overall Foster Adopt programming.
6. Participate as a member of the Family Ministry Team, Bethany Green Lake and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor.

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Able to build, train, and lead a team of leaders and volunteers
- Enjoys children and developing in them a lifelong passion for following Jesus
- Pursuit or completion of a Bachelor's degree in elementary education, or a related field or equivalent experience.
- Maintain First Aid/CPR Certification
- Possesses excellent verbal, written, and interpersonal communication skills

OTHER SPECIFICATIONS

Work Schedule: Typical schedule is Sunday through Thursday, 35-40 hours/week.

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 40lbs.

Working Conditions Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.

The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.

Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.