

**Director of the Pilot Children and Family Program  
Draft Job Description  
2024**

Reports to: Minister  
Effective: TBD  
Status: 40 hours per month for 10 month, non-exempt

South Church is committed to serving in and with our larger community and would like to continue such work through the development of a new initiative. The initiative is to prove a once a month (9x a year) program designed for children 3-11 and their parents, guardians, grandparents. The program will be about 90 minutes long and may have components such as:

- A welcoming time
- A wonder circle
- Musical education
- A craft
- A physical activity
- A service project
- A closing circle

**General Description:**

This individual will help design and pilot initiative in the 2024 year. We would like the program to start 2 months after the individual's hire. The individual will also seek feedback and revise the program accordingly. While the program is to be sponsored by the church, the emphasis will be on wonder, growth, and belonging. Our Christian values will be implicit not the emphasis on the teaching.

**Qualifications:**

- Creative and organized
- Demonstrated ability to work with families and children
- Flexible
- Be able to receive feedback and pivot
- Experience working to create new programs advantageous
- Must pass background check
- Able to work within the values of the United Church of Christ especially with regard to our extravagant welcome and our open and affirming stance.
- Maintain confidentiality related to participants, children and staff members
- Be accountable to the state laws on mandated reporting
- Ability to work collaboratively with the South Church Staff and leadership team

**Duties and Responsibilities:**

With our Pastor and in consultation with the Christian Education Committee Design the program

- Determine a program schedule to pilot
- Create a design
- Find appropriate leadership
- In collaboration Christian education committee and Pastor, recruit volunteers where needed

Pilot the Program

- Design each session (about 8 in the first year)
- Hire appropriate leadership (ie, a child music education specialist, a guest presenter)
- Manage a budget
- Assemble or purchase material needed
- Set up and clean up
- Clean up after sessions

Promote the program

- Work with Staff to develop Public relations material
- Prepare press releases
- Work with staff on social media posts and website information

Evaluate and adjust the program

- Create means to receive feedback on the program
- Determine appropriate data to be collected.
- Adjust as needed

Summer Arts Camp -- a 4 day program offered the week after Elementary Schools in RSU 21 concludes

- Design program
- Create promotional material and promote the program
- Work with Christian Education committee to staff the program with volunteers
- Assemble or purchase materials needed
- Run the program

Staff/leadership collaboration

- Attend Christian Education Meetings
- Attend Staff meetings as needed

**Hours/ Compensation:**

Part time, 10 month a year, Apx 40 hours a month for 10 months (July and Aug off)

Four full days in June

Saturday duties likely as program will likely run on Saturdays

Compensation \$11,000

This position is considered probationary for 6 months

Termination: Thirty (30) days advance written notice to the church if the individual wishes to terminate employment or not renew the contract.

**Core Competencies**

*Creativity and Innovation:* Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

*Compassion and Care:* Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in their very presence; demonstrates appropriate expressions of care.

*Ethics and Values:* Honors the core values and beliefs of the church in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.

*Interpersonal relationships:* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

*Organizing:* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.

*Planning:* Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

*Team Orientation:* Demonstrates interest, skill and success in a church staff environment; promotes staff goals ahead of personal agendas; steps up to offer self as a resource to other members of the staff; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.