



Job Description - Christian Education Director (Early Childhood/Youth)

**Shalom United Church of Chris
505 McMurray St.
Richland, WA 99354**

Job Summary: The Christian Education Director (CED) is an integral part in what Shalom sees as a unique role in our community to meet the needs of those seeking a progressive, inclusive Christian church that encourages individuals in particular, our children and youth, to grow in their own beliefs.

The CED reports to the Pastor and the Christian Education Committee which is part of the church council. The CED, who is responsible for the development and oversight of the education program for early childhood through teens at Shalom, works closely with the CE Assistant Administrator (CEAA), CE employees and volunteers in the daily management of those activities. This part-time position is ideal for someone with previous experience working with children. Someone with leadership abilities who is highly motivated, able to prioritize activities, supervise and work closely with others. Monthly salary is commensurate with experience.

Responsibilities and Duties: The CED will maintain scheduled hours to perform the following duties. The CED will supervise, confer with, and support the education team to ensure that the following requirements are fully met. The CED will:

- Attend monthly Christian Education committee meetings/communicate with staff.
- Develop and oversee all children's programs including afternoon activities, Sunday morning and evening programs, special holiday and community events and summer vacation Bible school.
- Recruit and train staff and volunteers for the children's programs.
- Maintain accurate records and remain within budget.
- Maintain children's program social media including the Shalom website.
- Create and maintain clear lines of communication with parents.

Qualifications and Skills: Prior experience working with children is preferred. This candidate would have strong interpersonal, organizational, leadership and communication skills, the ability to work in a variety of circumstances with flexibility and composure, and a willingness to learn new technology and programs. It is expected that this candidate will:

- Provide a warm rapport and positive environment for children and families.
- Be empathetic, sensitive, and discreet.

Expectations: The CED is expected to uphold and reflect the values stated in the "Shalom Purpose," by representing the church in a friendly, positive, and professional manner. The CED is expected to:

- Pass a criminal background check

- Maintain privacy, confidentiality, and discretion of all Shalom employees and the congregation; in particular, its children and youth members.
- Comply with church policies, rules, and regulations.
- Complete all required training relating to work with children and youth.