



# First Congregational Church of Long Beach

## UNITED CHURCH OF CHRIST

### **DIRECTOR of CHILDREN & YOUTH**

**CLASSIFICATION:** Nonexempt  
**REPORTS TO:** Associate Minister  
**DATE CREATED:** June 16, 2020

**SUMMARY/OBJECTIVE -** The Director of Children & Youth serves as a member of the church staff at FCC/LB and is supervised by the Associate Minister. The Director shall seek to foster a strong education program for Children and Youth through building relationships with teachers, students, parents and church leadership that strengthen the children and youth's commitment to the church and growth in their faith journey.

### **ESSENTIAL FUNCTIONS -**

#### **Sunday School**

- Plan and implement the overall Sunday School program,
- In consultation with the Board of Christian Education and Associate Minister, select and maintain curricula for the Sunday School program,
- Recruit and train volunteers,
- Create a community of adults who are advisors and teachers to children and youth.

#### **Christian Education Program Support**

- Serve as staff liaison to the Board of Christian Education,
- In consultation with the Board of Christian Education and Associate Minister, plan and implement programs for children and youth,
- Develop consistent programming for our middle and high school youth.
- Provide support to the Confirmation Program,
- Create opportunities for intergenerational ministry,
- Keep congregation informed of and involved in the children and youth ministries through regular communications,
- Enforce the Children and Youth Protection Policy within the congregation; ensure that all campus programs are notified of their responsibility to follow the policy.

#### **Christian Education Staff Team**

- Under supervision of the Associate Minister, direct childcare workers and Christian Education Program Assistants who are responsible for planning and implementing Parents' Night Out events throughout the year,
- Coordinating the order and purchase of supplies and snacks for Sunday School,
- Under the supervision of the Associate Minister this person will recruit, interview and hire paid childcare workers.
- Schedule childcare workers for all church events requiring childcare.

### **Community and Denomination Building**

- Provide opportunities for shared ministry between FCCLB youth and the youth of other local congregations,
- Coordinate the participation of FCCLB children and youth in events and programs of the wider United Church of Christ, including Pilgrim Pines Campground.

### **COMPETENCY –**

- Friendly, enthusiastic, and flexible team approach while working with children, youth, parents, staff members
- Excellent oral, written, and interpersonal communication skills,
- Organized with an eye for detail,
- Ability to recruit, train, organize and motivate volunteers for children's and youth programs,
- Flexibility and ability to work with the diversity of theological concepts and faith backgrounds,
- Desire to encourage multi-generational fellowship,
- Shared vision, philosophy of ministry, and commitments of FCCLB,
- Computer skills: word processing, spread sheets, and databases,
- Flexibility in schedule to accommodate special projects and events,
- Wisdom to select appropriate, progressive curriculum,
- Basic knowledge of theology and the Bible,
- Ability to articulate faith perspectives.

**MINIMUM EDUCATION AND EXPERIENCE** – High School diploma and 2-3 years' experience appropriate to the position;

**PREFERRED EDUCATION AND EXPERIENCE** – AA or BA degree, 3-5 years' experience, appropriate to the position.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS –**

Must submit to and pass a background check, including fingerprinting

**SUPERVISORY RESPONSIBILITIES** – Childcare (nursery) workers and Christian Education Program Assistants.

**POSITION TYPE AND HOURS OF WORK** – This is a part-time (16 hrs. weekly), hourly, non-exempt position. A weekly work schedule will be established in consultation with the supervisor. Availability to work on Sunday morning is required. Some early evening hours (until 7:00 or 7:30pm) hours may be required.

**TRAVEL** – None

**WORK ENVIRONMENT** – This job operates in a religious and professional office and church environment. This position expects the person to respect religious objects and practices of this church. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

***First Congregational Church/LB reserves the right to change the duties of the job description at any time.***

***It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status.***

Acknowledged by:

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Employee Name

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Signature

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Date

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Supervisor Name

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Signature

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Date