

**Sharon Community Presbyterian Church
522 Carnot Road
Moon Township, PA 15108
412-264-7400
Rev. Becky Branch-Trevathan, Pastor**

Children's Ministry/Activity Director Job Description

Position Title: Children's Ministry/Activity Director
Reports to: Pastor, Head of Staff
Committee Support: Christian Education
Compensation: Commensurate upon experience and education
Contact: Send a letter of interest and resume to
Rev. Becky Branch-Trevathan at
pastorbecky@sharoncpc.com

Sharon Community Presbyterian Church is a worshipping community of 200 and has experienced increased membership of young families. We are looking to hire a part-time Children's Ministry/Activity Director who will be dedicated to the spiritual nurture and development of our children during Sunday programming and for special events.

Responsibilities:

1. Plan and lead children's activities during the worship hour (11:00 a.m.—noon) for 25 school aged children—this could follow a children's church curriculum, music curriculum, arts and crafts curriculum, recreational or other planned activities. This position will plan and facilitate activities for the children that inspire relationship-building in our community and Christ-like values of sharing, caring and generosity.
2. Assist the Christian Education Committee in supporting children's activities during the Sunday formation hour (10:00—10:45 a.m.). The children will have Christian Education/Sunday School during the formation hour which will be planned and led by the Christian Education Committee. This position will serve as secondary support to the needs of the committee.
3. Participate and support children's special events planned and led by the Christian Education Committee quarterly—Easter, Vacation Bible School, Trunk or Treat and Christmas.
4. Build relationships with children, families, volunteers and church leadership to ensure clear communication and planning.
5. Participate in Christian Education meetings monthly

Professional Qualifications:

1. Preferably have an educational background and/or experience teaching in early-childhood, primary or secondary education, music, fine arts or ministry.
2. Ability to plan and facilitate engaging, age-appropriate activities for children.
3. Strong organizational and effective communication skills. Proficient in MS Office and digital media platforms.
4. Flexible and creative problem-solver.

Personal Qualifications:

1. Demonstrate Christian discipleship through mutual respect, compassion, mercy, kindness and generosity.
2. Possess a genuine love of children, the heart of a teacher, patience and sensitivity.
3. Ability to listen and work with families, staff, and volunteers.
4. Physically capable of sustained activity.

General Expectations:

1. Should be a self-starter and a leader.
2. Exercise discernment and wise judgment.
3. Pay particular attention to details and follow up on any delegated tasks.
4. Exhibit professionalism with a neat appearance and appropriate attire.
5. Always be conscious of the need for confidentiality.
6. The successful candidate will have a light heart and love to laugh.
7. Must pass all state and federal required background checks and clearances.