JOB ANNOUNCEMENT

Altadena Community Church

943 E Altadena Dr.

Altadena, CA 91001

**Program Director**

Hours/week: Avg. 12 hrs/wk

Compensation: $28/hr

Altadena Community Church, part of the United Church of Christ (www.ucc.org), located at 943 E. Altadena Drive, seeks a Program Director. Hours are flexible, averaging 12 hours per week, to be agreed on by the candidate and supervising pastor.  Work is on-site, following mask protocols. Compensation is $28/hour. The successful candidate will have at least three years of related work experience and will balance skill and initiative with a cooperative spirit for work with other part-time staff and church volunteers.

**Position Summary:**

Serves Altadena Community Church and is responsible for creating and implementing a comprehensive Christian Education program. Participates in a leadership role during church services and is a member of the Board of Administration.

**Duties and Responsibilities:**

Working to re-establish a program for children and youth during church service, and an Adult Ed class after church:

* Responsible for coordinating an overall Christian Education program for Altadena Community Church
* Works with the Pastor and newly created CE Ministry Team
* Works with the CE Ministry Team to select and evaluate curriculum to be utilized in the church’s education program
* Coordinates with the CE Ministry Team to organize youth activities and discussion groups
* Recruits and trains teachers for the educational programs
* Teaches at all levels, as needed
* Responsible for submitting updates, as requested or scheduled, for the weekly newsletter focusing on the educational activities of the church
* Attends board of Administration meetings
* Coordinates and organizes activities for the children and youth of the church
* Responsible for delivering or facilitating the delivery of the children’s sermon during Sunday worship service when it is scheduled as part of the service
* Incorporates children and youth into worship activities and into the overall life of the church
* Promotes camping opportunities for children and youth at Pilgrim Pines
* Responsible for identifying and incorporating parent(s)/guardian(s) and church members into the children and youth activities
* In association with the Minister provides oversight of the Childcare Supervisor to ensure that nursery care is provided and the nursery is maintained
* Required attendance at staff meetings
* Adheres to the “Church’s Policies and Procedures and Code of Conduct”
* Performs other duties as assigned

**Skills and Abilities:**

* Must have strong verbal, written and ministerial skills
* Must have demonstrated mastery of educational programs and methods that are relevant to different age groups
* Demonstrated ability to relate well to people of all ages
* Strong organizational skills
* Excellent interpersonal skills
* Must be able to work effectively, independently, and within a team

**Job Qualifications:**

* Bachelors or advanced degree in Education, Psychology, Religion, or other relevant field of study. Graduate degree preferred
* One (1) or more years of full-time work experience in education, religion, or a related field preferably with children and youth
* Comfortable with Progressive Christianity

Please email altadenaucc@gmail.com for a complete job description.

Resumes accepted until February 28, 2022.