NOTICE OF POSITION

Title: Program Manager – Children’s Ministries
Reporting to: Associate Minister overseeing CM
Salary: Range ($25,000 to $30,000) for 10 months with Summer months off (June 15-August 15)
Benefits: Comprehensive
Classification: Part-Time / Hourly
Hours: 20 hours / Flexible (However, Sunday Mornings and Wednesday Evenings required.)

General Description: The Program Manager is tasked with providing program support to the Children’s Ministries of the Church. Responsibilities include working with the Associate Minister in planning activities, tracking attendance, confirming registrations, coordinating teacher/volunteer/childcare coverage, stocking supplies, liaising with constituents, among other essential functions to make this program a success.

Major Job Duties:
• Provide support to ensure that all Children’s Ministries programming needs are covered.
• Attend to Sunday Church School (SCS) classes and Childcare program and serve as their point of contact and guide.
  • Presence on-site is required,
• Take and keep track of all SCS and Nursery registrations, as well as of all other children’s events when needed.
• Manage the attendance rosters of all SCS classes and weekly Nursery and prepare reports for staff and committee.
• Ensure teacher/volunteer/childcare coverage for Sunday Programming (SCS and Daycare) and other related events.
• Manage all Children’s Ministries’ resources including ordering, purchasing, storing, and distributing teaching materials and other activity supplies.
• Oversee the weekly preparation and clear-out of SCS, which includes stocking the classrooms, copying materials and gathering craft supplies as well as clearing out supplies when program is done.
• Liaise with the Children’s Ministries’ Committee, Sunday School Superintendent(s) and Teachers, the Brick Day School and other constituents as needed.
• Maintain the Children’s Ministries’ Directory as well as email lists.
• Prepare and send email notices as necessary.
• Assist in creating flyers and posters, as well as producing membership, outreach, and education literature.
• Perform other related duties as assigned.
Skills and Training Required:

- High School Diploma required, Bachelors preferred.
- Creative thinker and problem solver.
- Previous childhood/youth education training and experience.
- Ability to work on-site Sunday mornings and Wednesday evenings, as well as flexibility of hours to attend other related events.
- Clear understanding of the Church’s purpose, and goals.
  - Previous Church work experience preferred.
- Excellent people skills and ability to communicate with clarity, confidence, and tact.
- Excellent organizational, communications and time management skills.
- Ability to both take and follow direction, and to work independently (self-starter) and multitask.
- Detail oriented; innovative; always striving to improve.
- Open and receptive to ideas and feedback; works well with others.
- Demonstrated ability to find creative solutions to problems, analyze situations, and implement action plans in a timely manner.
- Impeccable ethics and integrity.

Schedule:

- 20 hours per week
  - Approximately 8 on-site hours on Wednesdays (12:00 PM– 8:00 PM)
  - Approximately 5 on-site hours on Sunday (8:00 AM – 1:00 PM)
  - Remaining hours divided as needed between onsite and remote work.
    - To be decided between applicant and supervisor and may fluctuate from week-to-week

*COVID-19 VACCINATION REQUIRED.

*Other COVID considerations:
  - Brick Church COVID Protocols may at times require vaccination/boosters, use of masks, weekly testing, or limiting entry to building in accordance with CDC, NY State, NYC, and medical consultants’ recommendations.