



DIRECTOR OF FAMILY PROGRAMS

Open Hearts, Open Minds, Open Doors

- **Reports to:** Senior Pastor
- **Direct Reports:** Family Program Volunteers, Summer Adventure Camp Staff
- **Position Status:** Full-time
- **Salary:** TBD
- **Fair Labor Standards Act (FLSA) Status:** Exempt

Position Summary:

- The Director of Family Programs will develop creative programming to engage, challenge and grow existing opportunities for youth (Middle School and High School) and families.
- Along the Family Education Coordinator, will develop creative programming to engage, challenge and grow existing opportunities for children (Nursery – 5th grade).
- They are responsible for overseeing large programs, trips and Summer Adventure Camp.
- The Director of Family Programs will work closely with the Family Education Coordinator to provide faith-based elements.
- The Director of Family Programs will collaborate with volunteer teams to plan, organize, train and implement these ministry areas.
- This person should exhibit a strong spiritual and personal faith, desire for PCCC to influence the lives of young people in our community, foster intentional intergenerational and diverse relationships and bring gifts of creativity, teaching and organization.

Primary Responsibilities and Ministry:

- Handle all aspects of program development for Back to School Party, Fall Break Trip, Fall/Halloween Party, Friendsgiving, semi-annual Parent/Family mixers, Christmas Play and rehearsals, Winter Break Camp and staff training, Spring Break Camp, Confirmation Weekend, Mother's Day/Father's Day brunches, Summer Adventure Camp, and Joyride.
- Recruit, train and support volunteers as chaperones and other volunteer and paid capacities for any of the youth related programs.
- Implement Safe Sanctuaries policies.
- Develop program documents: program culture and philosophy, logistics, risk management, training materials, standard operating procedures.

- Teach youth Sunday School.
- Develop a culture of ownership and involvement with parents in leadership roles.
- Work with parents on fundraising projects for trips.
- Maintain and update records/ consent forms; Organize space, materials and supplies
- Collaborate with Communications / Office staff for weekly communications including Facebook, Website, ENews, Worship Slides, special events

Qualifications:

- Proven record of managing complex and dynamic program calendar
- Experience with Family program development, management and execution
- Experience teaching Youth in a church setting
- Knowledge of Risk Management procedures
- Skilled in managing (recruiting, training and encouraging) volunteers
- Strong interpersonal and professional communication skills
- Staff hiring and training experience
- Significant outdoor education experience
- Experience developing age-appropriate curriculum