



TITLE: Happy Valley Elementary Director (15 hours)

Directly reports to: Happy Valley Children's Pastor

Personnel Reporting to this position: Volunteer Staff

Campus Assignment: Happy Valley

Position Is currently filled by: (vacant)

OVERVIEW

Oversees the Elementary program at the Happy Valley campus. Primary responsibilities include developing volunteer teams and ensuring Children's Ministry values and programming are being executed appropriately.

REQUIREMENTS

- Demonstrates a growing, positive relationship as a Christ Follower
- Is a family member at ALC as described on the church website under "What we believe"
- Is proficient with Microsoft Office programs
- Is warm, friendly and professional on the phone and with staff and visitors in person
- Ability to work independently within scope of assignment. Manages time and prioritizes duties effectively.
- Is able to use discernment to identify sensitive or confidential information
- Education: High School graduate (or equivalent), Associates Degree or further education preferred

RESPONSIBILITIES

- Oversees the scheduling and mentoring of Elementary volunteers at the Happy Valley campus
- Implements curriculum and programming for Elementary at the Happy Valley campus
- Ensures Happy Valley Elementary programming rooms/spaces are clean, stocked, organized and safe
- Upholds the following Children's Ministry core values:
 - Safety and Security
 - Connection and Community
 - Biblical Teaching
- Additional tasks as assigned by supervisor

GENERAL EXPECTATIONS

- Has read, understands and agrees to follow the Abundant Life Church policies as outlined in the Employee Handbook
- Supports and resonates with the Staff Culture and Values
- Participates in weekly staff chapels, monthly staff trainings, meetings, and events as required by the supervisor
- Provides excellent customer service to fellow staff, the church body, volunteers and the community