

Developer of Communities for Children and Youth (DCCY)

Summary

This is a non-ordained position which explores and implements a ministry with a focus on developing strong communities of children and youth at First Presbyterian Church in Waco, TX.

Purpose

The Developer of Communities for Children and Youth shall work with the pastoral staff to:

- create networks to share the unique opportunities for children and youth at First Presbyterian Church of Waco.
- Work with volunteers to welcome children and youth into the programming opportunities at First Presbyterian.
- Set and meet appropriate goals for growth and expansion of communities.

Character and Disposition: This shall be a person who enjoys engaging people and can share a concise and compelling description of First Presbyterian's corporate character and value. This is a non-exempt, part-time position expected to work onsite and within the community in-person up to 25 hours per week.

Accountability

The Developer of Communities for Children and Youth shall primarily be accountable to the Session through the Senior Pastor and specifically understand goals and objectives through periodic reviews as we all annual review process of the personnel committee which shall include the senior pastor as staff member.

Duties

Networking and Recruitment

- A strong understanding of our program for youth and children at First Presbyterian as well as an understanding of the Adult programming that may be relevant for parents of youth and children.
- With the Christian Education (CE) committee, work with teacher recruitment and development.
- Work with CE and Youth Advisory Board for Volunteer recruitment.
- Participate in the professional communications of the church as needed.
- Attendance at regularly scheduled staff meetings.

Leadership of Children's Programs & Youth Programs

- Work with Associate Pastor to coordinate leadership for Children's Church.
- A presence in worship and circulate through the church on Sunday mornings, Building community and enthusiasm.

Relationships

- Work with Pastor, Head of Staff, create appropriate feedback loops (observing, listening, experimenting, assessing) that will build communities among children and youth at First Presbyterian.
- Engage and develop relationships with current parents of children and youth of First Presbyterian particularly in the area of volunteer parent leadership and support.
- Cultivate enthusiasm within the members of First Presbyterian to engage the adventure of building a strong community for children and youth.
- Collaborate with Senior Pastor and other staff members as needed to plan strategic presence in the community in order exercise feedback loops for youth and children that will enrich our experience as a learning institution.

Required Skills/Abilities:

- Experience in areas of business development are preferred.
- Must have the willingness and ability to adapt to change including advances or new technology or office equipment as required.
- Ability to use Canva, Adobe InDesign and Microsoft Excel software programs.
- Must demonstrate a genuine desire to innovate best practices in line with the Session's vision for ministry and mindfulness that strengthens the staff's ability to serve the congregation.
- Strong interpersonal, customer service, and professionalism skills.
- Must be able to communicate effectively; excellent written and oral communication skills.
- Ability to exercise initiative, sound judgment, and problem-solving techniques in the decision-making process.
- Works effectively as a team member.
- Be discrete and safeguard confidential information.
- Responds with flexibility to shifting priorities and changing work situations; recovers quickly from problems and setbacks.
- Uses effective problem solving while working under stress, high volume of work demands and/or time demands; regularly meets deadlines.

Education and Experience:

- High school diploma or equivalent required; advanced education desired.
- Must have some customer service or administrative experience.
- Experience in areas of development and finance are preferred.
- Must have a valid driver's license.

Other:

We are an equal opportunity employer which makes reasonable accommodations to those disabled under the Americans with Disabilities Act and who are willing and able to

perform the essential duties of the position, with or without an accommodation. We maintain a drug-free and tobacco-free work environment.

Physical Requirements:

- Office / sedentary environment.
- Must be able to travel within the community as required. Must be able to work primarily with fingers such as picking, pinching, or typing.
- Must be able to lift and/or exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Must be able to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects.