

## Job Description

<b>Job Title:</b>	Programming Director
<b>Reports to:</b>	Pastor of Chain of Lakes Church
<b>Location of Work:</b>	Blaine, MN, onsite
<b>Work Hours:</b>	Full-Time, 40 Hours
<b>Education Experience:</b>	A minimum of two years of college education or equivalent experience
<b>Work Schedule:</b>	Flexible schedule with Sunday mornings and Wednesday evenings during the school year.
<b>Performance reviews:</b>	90 day review, annual review
<b>Job Summary:</b>	To develop, coordinate, and grow ministries, primarily with children and youth. Develop and coordinate health and wellness programs.
<b>Salary</b>	\$55,000 - \$65,000 including benefits

### Key Responsibilities

1. In partnership with volunteers, develop, promote, and enhance existing ministries with children & youth
2. Recruit, develop, and train volunteers for ministries. Ensure that volunteers adhere to the church's policies regarding safety and security
3. In partnership with volunteers select children and youth curriculum, midweek and summer programming materials
4. Coordinate health and wellness programs throughout the church, examples are special speakers, support groups, exercise, and heart health
5. Coordinate special fellowship events such as Easter Egg Hunt & trunk-or-treat
6. Ensure communication with congregation about children and youth & health and wellness
7. Identify and implement strategies to attract and engage children and youth in the surrounding neighborhoods

### Personal Attributes

- Vital, growing relationship to God
- Passion for spiritual development of children and youth
- Desire to learn and grow as a program director
- Effective organizational and program management skills
- Strong communicator who listens well and possesses excellent interpersonal skills
- Willingness to embrace the congregation's views on diversity and different family types

### Job Requirements

- Knowledge of and/or experience in a Reformed or Protestant background
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- Working knowledge of common Social Media platforms and church apps (will train as needed)
- Valid Driver's License and approved background check
- Commitment to the Purpose Statement, Core Values, and overall ministry of Chain of Lakes Church

Chain of Lakes is a dynamic and growing Presbyterian PC(USA) congregation that is open and welcoming to all.

### Purpose Statement of Chain of Lakes

We are called to be an authentic, Christian community where:

Strangers become friends

Friends become disciples

Disciples impact the world

*To apply send a cover letter and resume to [pastor@colpres.org](mailto:pastor@colpres.org)*