

**Parkway School/PPC Joint Job Description
Children (and Family) Ministry Coordinator**

The Parkway School and Parkway Presbyterian Church are looking for someone energetic, charismatic, and creative to work with children ages 12 months through 5th grade. Because this is a newly created position, innovation, imagination and a willingness to risk and try new things are vital qualities.

General job description:

1. 40 hours per week - 20 hours devoted to school & 20 hours devoted to church
2. \$15 per hour - salary pay
3. Preferred start date June/July 2022
4. Preferred but not required - child care experience
5. Preferred but not required - music education experience
6. Preferred but not required – church experience, Presbyterian background helpful

The Parkway School - job description

1. 2x weekly chapel for ages 12 months through 2nd grade - large group
2. 2x weekly music for ages 12 months through 2nd grade - individual age groups - 20 minute time slots
3. 1x weekly music with infants 3 -12 months of age
4. 1x weekly music with after school elementary children from Sherwood Forest (small group of 8 students)
5. 1x weekly chapel activity with after school elementary children from Sherwood Forest (small group of 8 students)
6. Chapel and Music program development
 - a. Aid in developing a curriculum for both programs that connects to Parkway Presbyterian's Sunday morning Children's Church lesson.
7. Chapel lesson instruction in classrooms - 30 minutes per week in each classroom

- a. Aid in facilitating art or music activities that will further the learning of weekly chapel message
8. Aid in coordination and execution of school special programs
(Pastry with Parents, Christmas & End of Year program, Service projects)
9. Aid in coordination of furthering a cohesive and growing bond between the church and school, as well as our community at large.

Parkway Presbyterian Church – job description

1. Working with Christian Formation Committee, organize and prepare curriculum for Children's Church.
2. Coordinate volunteers in children's ministry.
3. Oversee Sunday morning nursery worker.
4. Create regular monthly encounters with elementary age children emphasizing community and the living out of the Law of Love as acts of faith.
5. Create events that build connections within and between families with children at Parkway and the Parkway School.
6. Create an atmosphere of peace and welcoming for families and children currently not involved with Parkway.

Because of the split nature of the position, when performing the duties of Parkway School this person will be under the oversight of the School's Director and when performing the duties of Parkway Presbyterian this person will be under the oversight of the Minister.