

United Methodist Church of Arroyo Grande

Job Description

Title: Christian Education Director

Purpose: To Coordinate and oversee all education activities

Reports to: Church Pastor and Staff Parish

Responsibilities and Duties:

- Plan and implement special events to include; Christmas and Easter programs and similar events
- Plan and implement vacation bible school and summer camp (age appropriate activities.)
- Coordinate educational seminars and attend
- Coordinate weekly children's moment during worship service.
- Implement a monthly educational activity
- Inventory and control of educational supplies and facilities
- Research and development of educational materials
- Publish all educational activity to the congregation and public
- Notify church office of education events
- Recruit and train teachers, teach as needed (substitute)
- Attend monthly Green Umbrella meetings and report on activities
- Attendance at Sunday worship service is required

General Requirements: Director must have good communication skills, both verbal and written. Must work in cooperation with other church groups and their leaders will be required.

Note: Position to be filled by September 1st