

Elementary Programming Director

Full-time Exempt

This is a central staff position that provides the vision, direction, and curriculum for the weekend programming in the City (1st- 3rd grade) and the Alley (4th-5th grade) as well as any special events.

Primary Responsibilities

- Develop all Elementary programming including: curriculum, worship, media, room design and special events under the direction of the Director of Children's Ministry.
- Choose or create curriculum to be implemented on the weekend services in the City and the Alley at all Parkview Campuses.
- Create ways to engage elementary parents in the spiritual development of their children.
- Provide the Parkview Kids Central Administrative Assistant with all curriculum for production in a time frame provided by the Director or Children's Ministry.
- Provide media needed for all Elementary programming and special events to the campus tech staff in a timely manner.
- Provide the vision, direction and song choices for elementary worship to be implemented at all campuses.
- Provide the vision, direction and supplies for the room design and stage décor for the City/Alley at all Campuses.
- Create all programming for any Elementary special events that are to happen at all campuses including but not limited to: VBS, Alley After Hours, Kids What We Believe, Christmas Parties, Blast, Camp.
- Meet with the City/Alley Coordinators monthly to receive feedback and communicate the vision for the upcoming curriculum and programming.
- Visit all Parkview Campuses periodically on the weekends to assess the elementary programming.

Secondary Responsibilities

- Attend a monthly all-staff meeting
- Attend Parkview Kids staff meetings as determined by the Director of Children's Ministry
- Attend check-ins with the Director of Children's Ministry

Qualifications:

- Knowledge or experience in working with elementary children (1st – 5th Grade)
- Technical knowledge and computer skills to do the job at a high level of accomplishment
- Creativity in coming up with new, innovative ideas
- Good communication and presentation skills
- Flexibility in dealing with change