

**United Congregational Church of Tolland**  
**Position Description for the Part-Time Director of Family Programs**

**Primary Position Responsibilities** - The Director of Family Programs works closely with the Christian Education/Youth Team to provide leadership and oversight of educational and fellowship programs for youth and families. The ideal candidate will balance creating a fun environment with a strong faith foundation, aimed at encouraging attendance and anchored in learning about Christianity. All programs will emphasize community, morality, friendship, and spirituality, in an Open and Affirming environment. The Director of Family Programs will report directly to the Senior Pastor.

**Scope of the Position**

Responsibilities of the Director of Family Programs include, but are not limited to, the following:

- Oversee the operation of the Church School, including nursery coverage, each Sunday from September through Memorial Day weekend in May. Select the curriculum and obtain materials and supplies needed for class activities, in conjunction with the Christian Education/Youth Team.
- Recruit, assign, support and provide training to the volunteer teaching staff, high school assistants, and nursery volunteers, in conjunction with Christian Education/Youth Team. Ensure that the UCCT Safe Conduct policies and procedures are understood and followed. Coordinate the required background checks of volunteers with the church office.
- Develop and deliver interactive Children's Sermons (approximately 5 minutes in duration) during church worship each Sunday.
- Create and organize special annual events with volunteers (i.e. Christmas Eve Family Service, 3<sup>rd</sup> grade Bible presentation, Children's Sunday, etc.)
- Provide regular communication to parents, teachers and the congregation regarding activities and programs of the Church School and opportunities for participation.
- Co-lead Confirmation Class with the Senior Pastor.
- Serve as the Tolland Green Learning Center (TGLC) Liaison working to build a positive and supportive relationship between TGLC and UCCT, with UCCT providing guidance and resources as appropriate; ex-officio member of the TGLC Advisory.
- Attend meetings of Christian Education/Youth Team, prepare the agenda in cooperation with the chairperson.
- Attend staff meetings.
- Collaborate with the Director of Community Engagement on opportunities for youth to participate in community engagement work.
- Report any issues, safety concerns, violations, incidents or accidents to the Senior Pastor.

- Participate in the Association of United Church Educators group (AUCE) and/or other similarly supportive organizations or associations.
- Other duties as requested.

### **Expected Commitment**

The Director of Family Programs will work 15-18 hours per week, including Sunday mornings, with some early evening commitments required. This position will be for 40-42 weeks per year as agreed to with the Senior Pastor. During peak periods of the calendar, the Director may be called upon to devote more time. During the summer, members of the Christian Education/Youth Team will provide oversight to the scheduling of nursery volunteers. Except for Sunday, a combination of on-site and remote work is possible with the permission of the Senior Pastor.

The Director of Family Programs requires:

- Faith-based leadership and teaching skills for children and families.
- Commitment to the educational ministry of the church.
- A warm, welcoming, compassionate, and fun individual that has a passion for youth and the ability to relate in an engaging manner.
- High ethical standards and a clear background check.
- Outstanding written and verbal communication skills.
- Strong organizational skills.
- Maintaining confidentiality.

### **Compensation**

This is an hourly position.

### **Education**

- The ideal candidate will have a college degree and/or have experience in Christian Education or a related field.