

TRINITY LUTHERAN CHURCH
POSITION DESCRIPTION: STEPPING STONES DIRECTOR

GENERAL STATEMENT:

The Stepping Stones Director is responsible for promoting, encouraging, and coordinating the Stepping Stones Family Play Center of Trinity Lutheran Church with children birth – kindergarten & their families.

QUALIFICATIONS:

- A. Associate's Degree in early childhood education or equivalent training and experience in the field of education with young children.
- B. Ability to work well with young children and their families.
- C. Good organizational skills.

RESPONSIBILITIES:

- A. Responsibility for oversight and leadership of Stepping Stones including education for children birth through kindergarten during the school year plus summer programming for children up to 8 years old.
- B. Provide opportunities to strengthen partnerships between families, children, the congregation and community that nurture healthy relationships for young children.
- C. Provide supervision for and direction of Stepping Stones staff and coordination with teachers of summer and school year classes.
- D. Create and effectively manage the budget, equipment and supplies for Stepping Stones.
- E. Communicates consistently and clearly with parents, congregation members and volunteers including keeping electronic communication resources up to date.
- F. Attend staff meetings as requested.

EXPECTED NUMBER OF HOURS:

Up to 10 hours per week (48-50 weeks per year)

ADDITIONAL NOTES ABOUT THE CONGREGATION:

Trinity Lutheran Church is an established congregation of approximately 1200 members in Jamestown, North Dakota. We are enthusiastic about the future of Trinity and the projected economic growth in the area. We are a congregation that is characterized by multiple weekly worship services and styles, intergenerational participation in the Sunday School and Confirmation programs, and a commitment to service in the community. Trinity's ministries with children, youth and families are a strength of the congregation that is recognized throughout the area. Stepping Stones is a unique part of the Jamestown community where parents and children can play together. It is often where families who are new to the area meet other families who have young children. Learn more at www.stepsstonesplaycenter.com

Applicants are requested to send the following materials to jobstjnd@gmail.com by July 30, 2019:

- 1) Resume
- 2) Contact information for 3 references

Trinity Lutheran Church
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www.trinityjamestown.com

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