

## **Part-Time Position**

### **Director of Children's Ministry**

#### **First Presbyterian Church Idaho Falls, Idaho**

##### **Job Summary:**

The Director of Children's Ministry works under the direct supervision of the Head of Staff and is responsible for planning and providing ministry for the children of this church ages 3 to 13. The Director of Faith Formation-Children is the director of Children's Church, youth programs, and Middle School activities.

##### **Desired Attributes:**

- A personal commitment to Christian beliefs with **reformed theological basis**
- A four-year college degree
- Demonstrated work experience leading children in a church or Christian setting that exemplifies a love of children, youth, and their families.
- Self-motivated individual who has experience encouraging youth to grow in Christ
- Organizational skills
- Ability to exercise tact, initiative, and good judgment with parents, children, youth, fellow staff members, and volunteers
- Excellent oral and written communication skills including adeptness with social media
- Interacting and engaging with children, parents, and families

##### **Job Responsibilities:**

- Review and make ready Children's Church curriculum
- Children's Church -Recruit, train, and coordinate teachers and volunteers
- Teach Children's Church as needed
- Design and supervise special activities for 5th and 6th graders to align with churchwide family programs
- Coordinate Middle School programs and supervise activities, including monthly service projects
- Coordinate the confirmation class every three years
- Ensure coverage for Time with Young Disciples during worship
- Involvement with church-wide activities and Sunday worship attendance
- Involvement with Camp Sawtooth committee and relevant Snake River Presbytery programs
- Encouraging and facilitating the youth going to Camp Sawtooth.
- Attend monthly meetings of the Spirituality and Lifelong Learning Committee
- Administrative support and relationship building with other staff and church leadership

- Ensures youth programming complies with the requirements on the Idaho Falls First Presbyterian Church Safeguarding Our Children Policies, including confirming the training of teachers and volunteers
- Coordination with another Idaho Falls church to help with Vacation Bible School

**Position Salary and Benefits:**

- This is a salaried part-time position requiring 20 to 25 hours per week for a salary of \$20,000 to \$24,000 per year.
- Medical insurance is provided by the church through the PC-USA national denomination.
- A relocation benefit of up to \$2500 is available as needed.
- First Presbyterian Church of Idaho Falls is an Equal Employment Opportunity employer.

**Other Position Requirements:**

- Applicants must be able to pass a required background check as part of the church Safeguarding Our Children Policy.
- Applicants must be eligible to work in the United States-the position requires filling out an I-9 form.

If you are interested in this position, contact Swen Magnuson at [idfpc@fpcidahofalls.org](mailto:idfpc@fpcidahofalls.org). Ideally this position would be filled in June 2026.