

First United Methodist Church of Oak Ridge is looking for a dynamic, energetic person to fill our open Director of Children & Family Ministries. Responsibilities include:

- Oversee Children's Sunday School
- Oversee Children's Church program
- Prepare and have ready worship "busy bags" for children each week
- Attend weekly staff meetings
- Maintain resource room
- Plan and advertise a monthly family event (ie: movie, trip, class, Valentine's Dance)
- Act as Staff Liaison to the First Steps Child Dev Center; attend monthly board meetings
- Attend Church Council meetings
- Assist/work with Youth Leader(s) on Confirmation Classes, teach and/or plan retreats, plan church visits
- Assist with planning special outdoor services
- Oversee Special Seasonal events - Harvest Festival, Christmas Pageant, Advent activities, Holy Week activities
- Supervise Childcare Coordinator/Camp Director

Position will be for 20 hours per week, Sundays are required.

Preference will be given to candidates who possess the following skills and/or qualities:

- Professing and active Christian
- Demonstrated positive experience working with children and families
- Background with volunteer recruitment
- Excellent organizational and people skills
- Proven to be a team player
- Early childhood education a plus but not required

To apply, please submit your resume and cover letter to Pastor Mark Flynn, FUMCOR, 1350 Oak Ridge Turnpike, Oak Ridge, TN 37830.