### Children’s Choir Director Job Description

Position Title: Children’s Choir Director

Supervisor: Pastor/ Head of Staff

BRIEF SUMMARY OF POSITION’S PURPOSE:

Under the supervision of the Pastor/ Head of Staff, the Children’s Choir Director will coordinate, instruct and lead music ministry for our children ages PreK through 6th grade.

RESPONSIBILITIES, DUTIES AND ESSENTIAL FUNCTIONS:

* Provide inspiration and leadership for an enjoyable music experience as part of the curriculum for children enrolled in the W.O.W. program for one hour each Wednesday evening during the program’s school year term.
* Provide inspiration and leadership for an enjoyable music experience as part of the curriculum for children enrolled in the Church School program for one hour each Sunday during the nine month school term, and for 3 hours each day during our one week summer VBS program.
* Provide accompaniment on the piano, CD player or computer during all children’s rehearsals (as identified in 1 and 2 above).
* Coordinate with the Pastor/ Head of Staff, Director of Children’s Ministries, Chancel Choir Director, and the Worship Committee the schedule for children’s involvement in worship or special services (as identified in 1 and 2 above).
* Design, develop and coordinate a Children’s Christmas program for worship with the Pastor/ Head of Staff, Chancel Choir Director and Organist (as identified in 1 and 2 above).
* Select music for and rehearse the children’s vocal choir (as identified in 1 and 2 above).
* Receive input from the Director of Children’s Ministries in the selection of the music to coordinate it with the emphasis of the children’s curriculum.
* Provide input to the Worship Committee regarding budget for music or other needs of the children’s music ministry (as identified in 1 and 2 above).
* Coordinate use of materials, music equipment and facilities with other music staff.
* Perform any additional reasonable request made by the Pastor/ Head of Staff for the mission and ministry of the church as it impacts the Children’s Choir Director’s specific area of ministry.

WORKING CONDITIONS:

Indoor, climate controlled, non-smoking environment. Normal regular scheduled hours along with occasional additional hours depending on the season of the year or special event.

EQUIPMENT USED IN POSITION:

Piano, keyboard, sound system, microphone, bells, chimes, copier, computer.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:

* Skills in developing theologically sound musical programs.
* Ability to read and efficiently communicate verbally in writing to a diverse community and staff in a courteous, professional and confidential manner.
* Organizational, classroom and time management skills to ensure consistent and enjoyable children’s involvement in church life and worship services.
* Ability to make decisions, work independently and keep all discussions and documents confidential.

MINIMUM QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

* High school diploma or equivalent
* Minimum of 18 months related work experience
* Experience with piano, keyboard and other instruments
* Experience with reading music and choosing choral music for children’s groups
* Experience with computer, projector and internet
* Good human relations skills
* Experience with children and children’s programs, minimum 18 months