

Music and Children's Choir Assistant

Point Loma Community Presbyterian Church

Our Vision

Loving Everyone to LIFE With Everything we Have

Our Mission

Through authentic community we seek to Experience Jesus, Journey into Deeper Faith, Strengthen the Church, and Transform our World.

Our Values

We are a Good Home. We are Inter-Generational. We inspire Engagement.

MAJOR PURPOSE AND SCOPE

The Music and Children's Choir Assistant is responsible for assisting the Director of Worship and Music in administrative and choir management duties and assisting with teaching Children's Choirs and Children Music and Arts programs.

JOB DESCRIPTION

1. Assist in leading Music and Movement (ages 4 and 5) on Wednesday afternoons during the traditional school year.
2. Assist in combined children's choir rehearsals with blocking and solos rehearsals during musical preparations on Thursday afternoons/evenings during the traditional school year.
3. Assist with Children's Choirs 6 Sundays per year.
4. Help create teaching materials and recruiting materials for children's choirs and music ministry as needed.
5. Manage music ministry calendar and communications including e-blasts and choir rosters and registrations.
6. Assist in music administrative duties related to score preparation such as copying, printing, scanning, filing, etc.
7. Research information online related to music ministry needs such as costumes, props, rentals, food orders, etc.
8. Help organize special choral events such as end of season choir parties, retreats, caroling in retirement centers, special rehearsals, etc.
9. General administrative tasks as needed.

Accountability and Evaluation:

1. Reports directly to Director of Worship and Music
2. Performance and terms of employment are reviewed by the Director of Worship and Music and elders of the Personnel Committee after the first 90 days and annually thereafter.

QUALIFICATIONS

Character:

1. Must be committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of Order.
2. Have a desire to be engaged in strategic vision for God's work through a local church body.
3. Have a strong commitment to own personal spiritual, physical, and emotional well-being.
4. Have a strong commitment to servant leadership, working well independently, as well as part of a team.

Experience/ Education:

1. Good organizational skills and attention to detail.
2. Enthusiasm for working with children and teaching the arts.
3. Basic ability to read music and sing in tune preferred but not required.
4. An understanding of the basic tenets of Reformed Theology.
5. Technical skills in computer use, to include but not limited to, Google docs, Word, Excel, creating sign-up and tables in Sign-up Genius and Mailchimp and communication through social media, text, email, etc.

POSITION SPECIFICS

- This is a part-time hourly position
- Rate is \$15 per hour
- The position is for 8-10 hours per week with more hours during the traditional school year and less in the summer.
- Expected start date: September 1, 2022
- Employment is contingent upon a satisfactory completion of a background check, including an investigation with the State and Federal authorities regarding any history of criminal activity and personal and professional references and a current TB test.