

# Jobs at Dallas Bible

## OUR VISION AND MISSION

Dallas Bible is a missional family that exists to love ALL and help ALL follow Jesus. We're a community marked by GRACE. It's why we're committed to leaving the confines of comfort to love a world that's grown skeptical of religion but still longs for the grace of Jesus Christ. That love is modeled by Jesus; so we strive to love with truth and grace, side by side, always.

We believe God has placed us in a vibrant community of flourishing neighborhoods on purpose, and that purpose is simple: to love all and help all follow Jesus. The invitation to "follow Jesus" is a comprehensive call that includes our worship, identity, purpose, values and thoughts; so in all we do, our hope is for Jesus to ascend and ALL to gladly follow.

This means we go beyond ourselves every day, prayerfully dependent upon Him for everything. It means we make room for ALL people while intentionally investing in a selfless, loving family that all are welcome into. It means we speak truth while giving grace. It means we love one another, go to our neighbors, pray for our co-workers, and follow Jesus in everything; all for the joy of the city and glory of God. We believe that's our calling.

## OUR COMMUNITY

Dallas Bible is a vibrant, inter-generational family of believers that loves our community and longs to see Jesus at its center. We're surrounded by flourishing neighborhoods, the best public schools in DFW, a stable economy, and an influx of young families with young kids moving into the area. We love our community and want to be a blessing!

## **Creation Station at Dallas Bible Church**

### **Special Programs Director Job Description**

**Creation Station at Dallas Bible Church exists to provide a loving atmosphere for Preschoolers where they have an opportunity to learn about God and His love through age appropriate curriculum and active play.**

**Status:** Part-time (18 hours per week; 8:30am to 2:30pm M/W/F set)

**Team:** under the direction of the Preschool Weekday Program Director

**Job Description:** The Community Director is responsible for leading, organizing, directing, coordinating and programming all aspects of Dallas Bible Church's Preschool Weekday chapel/events programming, as well as being a liaison between the families of the program and the greater DBC community.

#### **Qualifications & Abilities:**

- \*A growing and influential relationship with Jesus.
- \*Commitment to the beliefs, mission and vision of Dallas Bible.
- \*Energetic self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- \*Love for children and parents.
- \*Ability to capture preschooler's attention and lead them through music/movement/faith based activities.
- \*Ability to coordinate projects across various mediums and departments.
- \*Excellent interpersonal skills.
- \*Familiarity with computer and internet-based technologies.
- \*A background/degree in early childhood and/or teaching is preferred.
- \*Ability to stoop, kneel, crouch, crawl, lift and/or move up to 30 pounds.

#### **Primary Responsibilities & Tasks:**

##### **Leadership and Curriculum Development**

- \*Develop and implement a simple curriculum instructional format that emphasizes Christian principles and basic preschool academic concepts using age appropriate activities.
- \*Monitor and purchase supplies in coordination with the Preschool Weekday Program Director.
- \*Coordinate and plan Preschool Weekday Program special events, which include – but not limited to – daily chapel/music & movement classes, Christmas program and end of school year program.
- \*Be on time, be motivated, and be supportive of staff and ministries.
- \*Clear communication with Preschool Weekday Program Director of triumphs and concerns.

##### **Child Development and Parent Engagement**

- \*Work with Preschool Weekday Program Director in maintaining open lines of communication with parents our program goals, monthly curricular themes and special days via flyers and email.
- \*Find ways to build bridges of ministry between students, parents, teachers and the greater ministry of Dallas Bible Church.
- \*Serve the vision of Dallas Bible Church by providing spiritually sound and musically driven Preschool Weekday Program events.
- \*Create a culture of organizational effectiveness.