



**ST PAUL'S CHURCH IN ENGLEWOOD**

*in the Episcopal Diocese of Newark*

113 Engle Street, Englewood NJ 07631-2589

201.568.3276 • [stpaulsenglewood.org](http://stpaulsenglewood.org)

Mark A. Trautman, *Director of Music*

*Missioner for Music and the Arts, Episcopal Diocese of Newark*

**FOR IMMEDIATE RELEASE**

Sunday, December 31, 2017

**ACTIVITIES DIRECTOR**

St Paul's Choir School, Englewood, New Jersey

St Paul's Choir School, a musical and educational outreach program of St Paul's in Englewood, is seeking qualified candidates for the position of Activities Director. The Activities Director shall assist the Director of Music in fostering and promoting a safe, welcoming, and nurturing environment for the entire Choir School community. The Activities Director is charged with mentoring students, enrichment activities, and assisting with the Voice for Life curriculum and other duties as needed. Activities Director shall report to the Director of Music, with the understanding that all employees are under the direct authority of the Rector of the Parish. This is a part-time position, and does not include benefits.

**Some of the duties of the Assistant include:**

1. Attending Choir School sessions in the Parish House (currently after school on Mondays and Wednesdays, 3:30 to 6 p.m.), as well as all school services and concerts held on and off-campus;
3. Recruiting and training volunteers and mentors for students;
4. Working with parents and volunteers to provide after-school snacks for children;
5. Assisting the Director of Music and other staff in keeping current records for all children enrolled in the program.

**Qualifications:**

1. Bachelor's degree in an allied/related field to music and the arts;
2. Minimum of three years experience working with children ages 8 and up;
3. Evidence of organizational leadership skills and experience;
4. Hourly rate commensurate with professional experience.

Three professional references, including names and telephone numbers, required. St Paul's is an equal opportunity employer. For more information about the Choir School, log on to [www.stpaulschoirschool.org](http://www.stpaulschoirschool.org). We are an affiliate member of RSCM America, and a parish of the Episcopal Diocese of Newark.

For further information and to apply, please contact Mark Trautman, Director of Music, at the above address.