**Children & Youth Coordinator**

Job Title: Children & Youth Coordinator

Receives direction & guidance on CE programming from: Faith Formation Committee

Accountable To: Pastor, Faith Formation & Personnel Committees

Position Type: Part-Time / 20 Hours a Week, (with

additional special event hours)

***Overview of the Position:*** To coordinate, or be involved in the coordination of, all children and youth activities of the church involving Christian education, fellowship, skill building, mission work and relationship building. To work under the guidance of the pastor and Faith Formation Committee to recruit, train, engage and work with volunteers in order to develop and maintain dynamic and sustainable programs for Sunday school and other educational and fellowship youth programs.

***Compensation & Benefits:***

* $12 / hour for 20 hours a week 48 weeks a year
* FICA, Ohio Workers Comp, local and other government required taxes as defined by applicable law.
* Mileage Reimbursement (except for travel to and from church)
* Yearly Evaluation
* Reimbursement for background checks required to meet employability requirements of Prince of Peace

***Scheduling Calendar:***

Participating in worship with both the child’s family and the larger church family is an integral part of our CE program at POP. Therefore, specific weeks have been established for that purpose. However, there are four holiday weeks each year when the CE programming goes on hiatus.

The CE Coordinator will not be required to work on the following Sundays and weeks:

Christmas

New Years

Memorial Day

Fourth of July

This does not prohibit the CE Coordinator from working with the Faith Formation Committee to schedule others away time throughout the year as the need arises. These holiday weeks are simply identified as weeks without Sunday school or other activities and the CE Coordinator is not required to plan and prepare for youth activities these weeks.

***Requirements:***

* Be able to communicate in English in both written and verbal form effectively.
* Successful completion of background check and acceptance of safety policy and all other POP procedure and policies.
* Bachelor’s degree in education, childhood development, and / or religious studies preferable; will consider college students with high school diplomas who live within the community and are working towards their bachelor’s degree.
* Some theology experience or training in one of the churches in communion or ecumenical relationship with the Presbyterian Church (USA).

***Desired Experience:***

* Youth Program Development (For college student candidates, experience in leadership, training and / or administrative duties is adequate.)
* Teaching and/or developing Sunday school programs
* Familiarity with curriculum delivery
* Recruiting and working with volunteers and team building
* Experience working with children, youth and parents
* Experience working with committees
* Experience with coordinating or participation in fundraising

***Religious Affiliation:***

* Members of a Christian church in communion or ecumenical relationship with Presbyterian Church USA, preferably with church committee experience. (Denominations include Presbyterian, Evangelical Lutheran, United Methodist, United Church of Christ, American Baptist, Episcopal and GMIM. The relationship with other international church affiliations will be discussed as questions arise.)

***Skills:***

* Communication – written and verbal
* Basic understanding of bookkeeping and budgeting processes / Basic bookkeeping skills
* Leadership
* Team Building
* Listening
* Computer skills, such as social media, texting, internet research, email (Outlook), Excel, Word, PowerPoint.
* First Aid
* Bilingual may be an asset

Job Duties and Responsibilities:

* Primary Sunday School Teacher for elementary, middle school and high school groups with adult parental assistant volunteers.
* Work with Faith Formation Committee (FF) to identify and select curriculum in the Reformed faith.
* Coordinate fundraising efforts as required / needed.
* Participate with FF as a committee member to create a vision for child and youth ministry at POP and establish and implement a plan to carry it out.
* Act as the Team Leader of the Child and Youth Ministry at POP and recruit volunteers to participate in the team. Volunteer opportunities may include, but should not be limited to: teaching assistants, chaperones, drivers, sub-committee members (i.e. Rally Day), food preparation, clean-up and tear down, etc.).
* Provide consistent and clear communication (verbal and written, inc. texting and social media), leadership and scheduling information to volunteers, children and youth (participants), parents, and FF Committee.
* Schedule, recruit and train, or participate in training, and provide leadership to volunteers.
* Be accessible to children, youth, parents, volunteers, FF Committee and pastor.
* Coordinate, help plan and assist with delivery of the regular yearly Children and Youth Ministry Calendar (See calendar in FF Programming.)
* Participate in, and act as a resource for others, the delivery of Children’s Moment in the worship service, and prepare youth for participation in worship.
* Prepare and provide prior to each worship service worship activities coloring pages and puzzles or Sermon Notes for older children which complement the sermon.
* Involve students in the ministry of the church as a whole, supporting and participating in the church’s vision, worship services, and activities. This will both include and require working in cooperation with other committees or small groups such as Worship, Mission and Praise Band.
* Build and maintain quality relationships with the youth.
* The Children and Youth Education Coordinator is encouraged to seek opportunities to obtain new and current educational experiences as well as develop relationships within the community with other people in similar positions.
* Work with the FF Committee to establish, maintain records for and work within the yearly FF budget.
* Participate in staff meetings and monthly FF Committee meetings, or as scheduled.
* Provide regular reports (including new ideas) to Faith Formation (monthly updates and progress); Personnel (yearly goals and accomplishments) and the pastor (as requested / informational).
* Follow Financial Committee policies and procedures for submitting payroll and requesting purchases or reimbursements.