Youth and Children Ministries Coordinator

Duties and Responsibilities
- Design, plan, coordinate, and lead youth ministry events and monthly elementary age events with assistance from the Christian Education Committee, sponsors, and parents
- Coordinate involvement with Presbyterian youth camps, conferences, and events and children’s camps
- Serve as staff representative for the Christian Education Committee
- Consult with the Christian Education Committee on curriculum needs and resources, including coordinating youth and children’s Sunday school
- Recruit and develop volunteer church school’s teachers in coordination with the Christian Education Committee
- Attend weekly staff meetings
- Provide ongoing communication through the newsletter, bulletins and internet/social media
- Coordinate confirmation class process when needed

Qualifications
- Spiritual maturity and knowledge of and appreciation for Reformed theology and Presbyterian polity
- Exceptional verbal and written communication skills, including MS Office
- Familiarity with basic social media platforms
- Bachelor’s Degree or equivalent strongly preferred

Accountability
Reports to the Pastor, Christian Education Committee, and Personnel Committee. Evaluated by the Personnel Committee with input from Pastor and Christian Education Committee

Work Schedule
Work schedule 28 hours +/- per week in coordination with the Head of Staff and with the understanding that hours will vary by season

Compensation
For US Department of Labor classification purposes, this is a part-time exempt position. Salary and benefits negotiable depending on candidate, available hours, and qualifications.

Revised Nov 2020