

DUNN'S CORNER COMMUNITY CHURCH, PRESBYTERIAN

221 Post Road, Westerly, RI 02891

Job Title: Children's Ministry Coordinator

Reports to: Pastor and Christian Education Committee

Position Summary: In conjunction with the Christian Education Committee, the Children's Ministry Coordinator will plan, develop, initiate and supervise the programs of the church for children which will include a program for elementary school children, Church School (preK-8), Vacation Bible School (preK-5), and Easter program (Egg Hunt). The Children's Ministry Coordinator will assist in Sunday Worship's Children's Moment when asked by Pastor, and participate in ecumenical relationships with other churches and community organizations as pertains to Children's Ministry activities. This is a part time, salaried, year-round position with an average commitment of 15 hours per week. Sunday and religious holiday work will normally be required.

Duties & Responsibilities:

- Collaborate with the Youth Ministry Coordinator to recruit and train all persons involved in the Church School program.
- Obtain, provide, and maintain all supplies needed for Children's Ministry programs.
- Maintain accurate and up-to-date attendance records for Children's Ministry.
- Supervise operations of Children's Ministry programs. Handle situations which may arise requiring prompt attention, e.g. staff absence, sickness or injury of a child, discipline.
- Collect children's offertory and program fees. Disburse children's offertory appropriately, and report such income and disbursements to the Christian Education Committee and the Church in the Annual Report.
- Maintain appropriate income/expense records as it relates to the Church budget.
- Conduct registrations; organize grade configuration, and class lists.
- Arrange for periodic teacher meetings and updated training.
- Attend staff meetings and keep the lines of communication open to coordinate church school/youth group activities with other church events, work well in a team environment.
- Attend Christian Education Committee meetings:
 - a) Inform Committee of current and projected needs and status of programs.
 - b) Research and suggest curriculum/program materials.
 - c) Upon approval, order curriculum/program materials.
 - d) Assist in formulation of Church School budget.
 - e) Report income/expenses monthly.
 - f) Discuss new ideas with committee.
- Support and encourage all staff and keep in touch with children and families.
- Write monthly newsletter (Scribe) reports and weekly bulletin inserts and include statistics of enrollment in weekly bulletin and monthly Scribe article.
- Write a yearly summary for the Annual Report

Job Qualifications:

- Education: High School diploma or equivalent at a minimum. Teaching or early child education certificate is a plus.
- Experience: Two to five years working with children and youth.
- Successful background check required.
- Must have a mature and active faith in Jesus Christ and lead by example.
- Must have enthusiasm, flexibility, a positive outlook, excellent communication skills, self-motivation, strong organizational skills, and computer knowledge.
- Must enjoy working with children and youth.

Physical Requirements (optional):

- Ability to carry a school-aged child up to 60 pounds in case of emergency.