

## 1. Children and Youth Coordinator

### 2. Responsibilities include:

- a. Serving as point of contact for children and youth programs – knowledgeable about who is doing what
- b. Communicating with the congregation frequently and clearly about ministry opportunities
- c. Being responsible for the implementation of St. Paul's Child Protection policies
- d. Provide oversight of volunteers in children and youth programs (help avoid people issues)
- e. Facilitate outreach to inactive or potential children and youth members

### 3. Works with church pastor, Sunday School Superintendent, Youth Counselors and Education Committee to:

- f. Develop, promote, and maintain a program of ministry for children and youth that
  - i. Is consistent with the vision of St. Paul
  - ii. Provides both Christian growth and education including confirmation
- g. Coordinate children and youth activities with other church activities
- h. Coordinate communication and publicity for children and youth programs,  
Church bulletins, newsletters, bulletin boards, marquee sign, and web page, etc.
- i. Coordinate adult supervision of all children and youth activities
- j. Provide awareness of resources from the United Methodist Church and other appropriate source

### 4. For a positive relationship with children and youth, candidate should

- k. Be an approachable adult for children and youth to share with and confide in
- l. Be an advocate for the youth and children of the church
- m. Encourage children in developing their relationship to God by modeling Christian discipleship within the context of United Methodist church.

**5. Positive relationship with volunteers requires the following:**

- n. Ability to positively relate to others and communicate effectively
- o. Ability to recruit, train, and motivate volunteers
- p. Willingness to collaborate with others regarding the children and youth programs

**6. Qualifications:**

- q. Bachelor's degree preferred
- r. Experience in Christian Education preferred
- s. Should have excellent:
  - i. Written, verbal, and digital communication skills
  - ii. Organizational skills
  - iii. Conflict management skills

**7. This position is to be part time, 12 hours a week, that includes time for:**

- t. Planning, preparation and participation of children and youth related programs
- u. Participation in Sunday morning and Wednesday night activities
- v. Attending Education Committee meeting

**8. Salary: \$15 per hour**