**Job Description: Coordinator of Children’s Programs**

**Davis United Methodist Church**

**PURPOSE, POSITION SUMMARY**

We are a reconciling, LGBTQ affirming, faith community. The Coordinator of Children Program plans and oversees the ministry of Christian education and programs for children from birth through 6th grade, coordinating all logistics for programs which nurture the spiritual growth of children and their families. The Coordinator works with and coordinates many volunteers to ensure the success of the programs within the ministry. The Coordinator must be able to work on Sunday mornings.

**Reports to**: Pastor as well as the Children and Youth Ministries Committee (CYMC)

**ESSENTIAL FUNCTIONS**

**Christian Education**

* Work with the Pastor, CYMC, and volunteer groups to nurture and grow programs for children that provide compelling educational opportunities to help them grow in their faith.
* Plan and implement weekly Sunday school programs for children in pre-kindergarten through sixth grade (“Godly Play” curriculum is provided) as well as special programs, including Vacation Bible Camp, multigenerational activities, and service projects.
* Coordinate nursery and childcare staff
* Empower leadership among volunteers.
* Develop written goals and objectives for the children’s education programs
* Model Christian behavior and demonstrate positive interpersonal relationship skills.
* Regularly assess programs, identify needed improvements, and identify new programs that will enhance Christian education for children and their families.
* Provide oversight, logistics and support of children’s programs.
* Recruit, organize training, schedule, supervise, communicate with and coordinate volunteers who teach and supervise children in our weekly Sunday School Programs, Vacation Bible School and special events.
* Fill-in for volunteers when necessary.
* Support the “Godly Play” curriculum in the children’s Sunday school program by maintaining classrooms and coordinating training opportunities for new and returning teachers.
* Ensure that programs have necessary and accessible supplies by tracking needs, ordering supplies, and organizing them so that volunteers and staff can find them.
* Outreach and DUMC community integration
* Work with the Pastor as needed to coordinate and/or present the Children’s Moment during Sunday morning services.
* Meet, welcome, and integrate new families into children’s education programs.
* Work with the CYMC in outreach to families to expand the DUMC community
* Serve a primary liaison with groups using the Sunday School classrooms.

**Administration and Communication**

* Communication
* Develop and maintain consistent, timely, and regular communication about activities, mission and goals with parents and the congregation programs through social media, newsletter articles, email, face-to-face interactions, and announcements during worship.
* Attend and share reports at all the CYMC meetings, including budget to actual spending, program plans and updates, suggested changes and improvements and other information as requested by the CYMC.
* Inform the Pastor about issues, concerns, plans, and perceived needs of children and families.
* Support and provide regular feedback to volunteers.
* Coordinate with other church programs in scheduling and planning activities and events.
* Draft annual calendar of programs and activities for the CYMC review; once approved implement, making sure that programs are appropriately communicated and that they do not conflict with other church events.
* Work with Lead Child Care Staff to ensure seamless child care provision during events.
* Serve as substitute for lead child care person, when necessary.
* Assure that child care is provided during events.
* Implement, maintain and monitor *Safe Sanctuary* (child abuse prevention and volunteer protection) policies and procedures for all staff and volunteers who work with children and youth.
* Coordinate training opportunities.
* Work with the Pastor to maintain Safe Sanctuary records.
* Budget & Records
* Develop the budget with the CYMC for the programs for children; monitor the budget on an ongoing basis to ensure spending is within budget.
* Maintain records as required.
* Maintain confidentiality.

**Additional Duties:** Perform additional duties as requested

**Job Qualifications and Requirements**

Completion and approval of background check is a condition of employment.

* Comfortably and openly communicate the love of God.
* Share the theological, reconciling, and social justice values of DUMC; demonstrate ability to work with and support people with diverse ethnic, social, cultural and economic backgrounds and sexual orientations.
* Excellent leadership, communication and collaboration skills, especially in coordinating volunteers.
* Excellent organizational and planning skills; ability to prioritize.
* Education and experience that demonstrate knowledge and skills in programs for young children through elementary school and the relative developmental considerations of each age level.
* Experience with religious education.
* Excellent written and verbal communication skills, including recognition of varying modes for children, parents and adults.
* Ability to work independently and manage diverse feedback.