



Position Title: Children's Ministry and Volunteer Coordinator

Reports To: Co-Pastors

Position Summary:

The Children's Ministry and Volunteer Coordinator is responsible for overseeing and coordinating the faith formation of children birth through elementary school. From coordinating programs to building relationships with children and volunteers, the Children's Ministry and Volunteer Coordinator collaborates with members of the congregation and the pastors/staff to provide opportunities for growth and development in the faith of the younger generation of Second Church.

Position Status: Professional Position; 15-20 hours/week (hours to include Sundays); potential for a 10 month contract (August 1 to May 31); compensation depends on experience

Qualifications:

1. Be a growing disciple of Christ
2. Possess a relational leadership style that enhances the experience of those participating
3. Have an appreciation for creativity, collaboration, and collegiality
4. Demonstrates strong organizational skills, with the ability to prioritize and manage multiple responsibilities
5. Communicates clearly and effectively by phone, email, and in person
6. Models integrity and responsibility
7. Education or previous experience with children's programming and volunteer recruitment and training

Essential Functions:

1. Identify, inspire, train, and appreciate volunteers for all children and youth programs
2. Facilitate training and maintain records for all volunteers and participants working with age 18 and under
3. Support intergenerational worship practices
4. Oversee Nursery and Little Lambs staff and schedule
5. Coordinate Children In Worship (CIW) program for children ages 3 to 4th/5th grade
6. Function as a critical member of staff (attend weekly meetings, collaborate with pastors, etc.)