

Salem Lutheran Church - Spokane ***Children's Sunday School Coordinator***

Job Description:

- This role is a four hour a week, \$16-25/hr DOE, stewardship and coordination/management role for Salem Lutheran's Sunday school, aged 4-11
- Two hours monthly to be spent in coordination with the pastor to ensure continuity between the congregation, Sunday school, and worship. Also, participation as a non-voting member on the church's education committee
- Report tasks/account for time, especially unseen labor to pastor/ counsel.
- Focus on the growth of the Sunday school program and communication with the congregation. Coordinate at least three events a year with congregation (Example: sharing a song at Christmas from the kids)
- Communicate with parents information about each week's lesson, student needs, and how children are being supported in working through any challenges
- Weekly 5 minute pre-Sunday school check in with volunteer staff. Once per volunteer rotation be the week's Sunday school teacher. Ensure each Sunday School volunteer has had a background check completed before working in Sunday School. Create and maintain a volunteer schedule. Recruit and train appropriate levels of staff to ensure program success
- Proficiency with Google Suite
- Ensure Lutheran theology is taught and fostered, ensure gifts of Lutheranism are communicated
- Conduct annual orientation for volunteers and families to the curriculum, format, materials and room layout, and any other relevant information about leading and/or participating in Sunday School.
- Record attendance and other data as instructed by pastor, maintain necessary materials
- Ensure the provided curriculum is being used consistently by all volunteer teachers, and bring any occasional changes to church council and pastor
- Steward/ facilitate student behavioral and emotional support plans and class expectations for children, including a plan for how to support challenging behaviors. Point person for classroom management and volunteer/teacher feedback.
- Arrange for and ensure student safety, including maintaining a list of child allergies and emergency contact numbers and ensuring a first aid kit is available and stocked

Qualifications:

- High school diploma or GED
- Familiarity with the Lutheran faith
- Experience working with children of various needs
- Lutheran Experience/ current Lutheran membership preferred
- Experience successfully managing an annual budget preferred
- Experience with managing volunteer teams, activity planning,
- Great communication skills
- Must be able to pass a criminal background check