**Riverside United Church**

**Position Description**

**Position Title:**  **Children and Youth Ministry Coordinator** *(Coordinator)*

**Hours of work:**  25 hours/month, 10 months a year

**Immediate supervisor:** Paul Dillman (Minister)

**Purpose of Position:**  To provide coordination and support of Sunday School and Youth activities at Riverside United Church (RUC).

**Purpose of Position:** The primary purpose of the *Coordinator* is to provide:

* The framework for the programming and planning of the Sunday School and Youth Programs.
* Coordination and organization of volunteers to deliver these programs.
* Information to families and the congregation on the events and activities of our Sunday School and Youth.

**Accountabilities:**

The *Coordinator* is accountable to the Minister and works with the teachers and the Christian Development Committee in the programming, planning, and priority setting of the Sunday School and Youth programs.

The Christian Development Committee serves as an advisory committee to the Minister and the *Coordinator* on these programs and seeks to develop a consensus in its approval of the programming, plans and priorities of the Sunday School and Youth Programs.

Terms of employment and working conditions are as set and approved by the Ministry and Personnel Committee.

**Major Responsibilities**:

Sunday School/Children

a) Works with the Christian Development Committee, volunteer teachers and the minister to provide a weekly Sunday School program for children ages 4-12.

b) Plans a 10-month calendar of programs and activities to be implemented by volunteer Sunday School teachers, resource persons, and special guests.

c) Fosters the development of, and supports, volunteer teachers by assisting them in the planning and use of the current Sunday School curriculum, and by providing schedules, programming information, supplies and assistance, as required.

d) Communicates regularly with staff, parents, and members of the congregation on Sunday School plans and activities.

e) Consults regularly with the Minister to ensure program activities concord with, and support wider church initiatives.

f) Assists with the planning and implementation of Messy Church events and other children and family programs, as time permits.

g) With Minister and teachers, leads, plans, and organizes, involvement of children in Sunday worship services and special events with the congregational life of RUC.

Ministry with Youth

a) Works with members of the congregation, and youth, ages 12-18 years, to develop, plan, and coordinate regular activities (10 months/year) to involve them in the life and work of RUC.

b) Leads discussion or activities for youth 2-3 Sundays a month during the regular worship.

c) Fosters connections for youth with each other and the community through occasional social and volunteer activities.

d) With Minister and teachers, plan and carry out periodic involvement of youth in Sunday worship services and special events within the congregational life of RUC.

e) Leads and encourages youth to develop their own leadership skills for the future.

f) Encourage youth to be involved in wider church (presbytery, conference) events and programs

g) Communicates regularly with staff, parents, and members of the congregation on youth group plans and activities.

Other

a) Regular meetings/communication with the minister.

b) Provide a monthly report to Christian Development Committee on Sunday School and Youth activities.

**Education /Training and Skills**

1. Christian Development training and/or experience related to children, youth program development.
2. Experience working in leadership roles with children and/or youth programs.
3. Experience working in a United Church of Canada setting.
4. Excellent interpersonal skills with people of all ages
5. Excellent organizational and coordination skills
6. Ability to work independently

**Working Conditions**

1. Requires attendance at RUC on most Sundays between 10:30 a.m. and 12:30 p.m.
2. Occasional evening and weekend hours for youth activities
3. Flexibility in hours worked throughout the week, dependent on needs
4. Multitasking sometimes required

Terms of Employment

The position is for 25 hours a month (average 6 hours per week) for 10 months a year (September to June)

Salary in the $15-20 an hour range, depending on experience.

Holiday pay of 4% a year

Work related travel reimbursed at the rate of 41 per km cents

The term of employment will be for six months with option for extension.

Employment can be terminated with 30 days’ notice by either party.

Closing date for applications is March 15, 2017

Projected start date for the position, as soon as possible, to be negotiated with successful applicant.