Position Title: Coordinator for Families with Children

Reports To: Director of Family Life

Summary of Position: The Coordinator for Families with Children provides leadership and support for a broad-based Christian education ministry for children from nursery through elementary school ages. The coordinator organizes and supports leaders, teachers and groups to work together in furthering the Christian education of children.

Duties and Responsibilities

Education Programs for Children

Supports the children’s programs of the church that teach children the stories of our faith, about the life of Jesus and the love of God. Creates an environment where every child is loved and welcomed into this community of faith. Serves as a mentor in Christian discipleship for children and volunteer leaders.

The Coordinator of Families with Children is to model the journey of seeking to welcome all to grow and serve in Christ, take responsibility to be a representative of Woods Church to the congregation, visitors and the public.

Recruits and supports volunteer teachers and leaders for children’s programs primarily but not exclusively Sunday School.

Recruits, trains, coordinates and supervises childcare staff in full compliance with the Child Protection Policy.

Prepares for the logistical needs (teachers, supplies, curriculum, classrooms) for children’s programs for Sunday school, nursery and other programs ensuring that rooms, teachers and supplies are ready.

Maintains calendars, attendance records, supplies, publicity and other support material for programs for the Families with Children Ministry.

Coordinates the communication and publicity for Families with Children Ministry’s needs and opportunities through the weekly bulletin, weekly Messenger, Chips, bulletin boards, Facebook page, fliers, worship slides, and others as needed.

Coordinates registration for Families with Children Ministry events including Sunday School, Vacation Bible School, and other programs.

Ensures that volunteers and nursery staff have regular background checks and Child Protection Policy Training to be in full compliance with the Child Protection Policy.
Special Events

Prepares for the logistical needs for special educational events primarily the Blessing of the Educators and Presentation of Bibles to 3rd Graders.

Provides information and promotional materials to publicize these events in the church.

Supports special events of the Families with Children Ministry through publicity, logistics, and recruiting as needed.

Administrative Support

Maintains standards for child care, training, and both recruitment and oversight of a team of child care providers for church programs and functions.

Participates in bi-weekly meetings of the church staff and any other occasions scheduled for staff coordination and monthly meetings of the Families with Children Ministry.

Mutually coordinates programs and activities with the other ministries of the church.

Completes administrative tasks for the Families with Children Ministry and programs.

Copies children’s Sunday bulletins and maintains supplies for children in worship.

General Terms of Employment and Benefits  Work Time: 20 hours per week