

Children & Family Ministry Program Coordinator

Interim PreK-K

Shepherd of the Valley Lutheran Church

Job Description

Status: Interim; Part-time; Hourly

January – May 2012

Reports To: Director for Children & Family Ministry (CFM)

Accountable To: Supervising Pastor; CFM Administrative Lead

Purpose: To provide children preschool through grade 5 with opportunities to engage in meaningful ministry through nurturing and faith-sustaining programs and relationships. Coordinate, administer, and implement ministry opportunities. Provide leadership to volunteers.

Qualifications:

- Bachelor's Degree in Education; Ministry; or related field
- Education/Training in Education, Child Development, or related field(s)
- Demonstrated experience in children's programs and ministries, specific to children grades PK-5 as assigned
- Demonstrated experience in volunteer coordination and/or leadership
- Familiarity of scripture and Lutheran theology
- Proficiency in Microsoft Office; Word, Publisher, PowerPoint
- Demonstrated communication skills
- Self-directed, demonstrated ability to prioritize and execute multiple tasks
- Demonstrated knowledge of multi-media basics
- Demonstrated organizational skills with attention to detail
- Experience working in a child and family-friendly setting
- Effective written and verbal communication skills
- Clear background check and reference review as performed by SOTV

Expectations:

- Expressed faithful follower of Christ with a demonstrated passion for working with children, youth, and adults
- Available to work variable hours including daytime, evening, and weekend hours based on program needs
- Portray a positive attitude and relational skill to both children and adults within CFM team/structure, as well as, congregation and visitors
- Nurture a caring and collaborative rapport with parents and volunteer leaders as partners in ministry.
- Express care and sensitivity to children and families that is supported by the knowledge of and respect for individual personalities, learning styles and stages of development.
- Attend regular Children's Ministry meetings and work with other CM staff to develop, implement and evaluate overall vision, strategy and programming for Children's Ministry.

Children & Family Ministry Program Coordinator

Interim PreK-K

Shepherd of the Valley Lutheran Church

Job Description

Responsibilities:

The following responsibilities are done in partnership with CFM Leadership and on-going staff support. While some responsibilities will require hands-on implementation, others will be handled through additional collaboration through staff and volunteer support. This position is shared between three (3) Coordinator positions with each coordinator assigned to a grade level. PK-K; Grades 1-3; Grades 4-5.

I. Ministry / Programming:

- A. Under the supervision of CM director, coordinate congregational education programs
 - i. In collaboration with Director
 - a. Primary focus on GodZone and VBS programs
 - b. Appropriate grade-level events
 - c. Adapt, coordinate, and implement GodZone lessons and other program plans
 - ii. Collaborate with Administrative Lead on program implementation and logistics
 - iii. Partner with CFM leadership for determining appropriate involvement in Christmas Program and other events as developed
 - iv. Maintain an effective working knowledge of all program plans and objectives through team collaboration
- B. Facilitate SOTV staff involvement along with volunteers where appropriate

II. Volunteer Coordination:

- A. Recruit, engage, and support volunteers with an interest in leadership and/or involvement in GodZone, VBS, and/or special events
 - i. Equip large group volunteers to lead with confidence and enthusiasm
 - a. music team(s)
 - b. drama team(s)
 - ii. Equip small group volunteers and additional program support volunteers
- B. Active leadership in roles where appropriate
- C. On-going communication

III. Communication & Hospitality

- A. Maintain effective communication in collaboration with Administrative Lead
 - i. Weekly preparation of GodZone lessons for print and electronic distribution
 - ii. Weekly preparation of online and print communication for parents and leaders
- B. Nurture effective working relationships with staff, volunteer, parents, children, and families through hospitality