

Children & Family Ministries Coordinator

Job Description

Position Title: Children & Family Ministries Coordinator

Reports to: Director of Children & Family Ministries & Children's Ministry Council

Part time, must be available some nights and Sunday mornings (approx. 16 hours a week)

Position purpose and summary: To ignite and nurture a desire for children and their families to have a genuine relationship with God and to build Christian relationships with others. To maintain a dynamic Sunday School program, Nursery Care, and Family programs and develop new ones in conjunction with the Children and Family Ministries Director, the council and all team members. To support our Knox Children and Family Ministries (CFM), CFM Director, and CFM Council.

Key Duties and Responsibilities:

1. Help to develop, plan, implement, maintain and supervise the Knox Nursery and Sunday School programs for children, newborn to seventh grade.
2. Ensure all volunteers & staff are up to date with Safe Haven training and background screening.
3. Recruit, train and provide resources for nursery staff and volunteers for the above programs.
4. Attend CFM programs and monthly CFM council meetings and provide communication regarding promotion and development for areas of responsibility.
5. Relate weekly to Sunday School and Family programming by demonstrating a concern for and participation in the daily lives and spiritual well-being of participants and potential members.
6. Secure attendance records for the Nursery and Sunday School Programs as well as manage and oversee timesheets on a bi-weekly basis.
7. Coordinate ordering of materials and room usage for Sunday School and the Nursery through the CFM Director and Facility Manager.
8. In conjunction with the CFM Director, create events and opportunities for outreach to children and families in order to engage them in Christian fellowship, education and missions and to connect them to the life of the church. Also, manage and track areas of the CFM budget.
9. Work with all Knox staff in coordinating and promoting programs, including arranging childcare for children 0-3 years old for regularly scheduled and special church events.
10. Encourage and support the overall mission of the church by being a part of the church staff team and attending and contributing to weekly staff and programming meetings.

Education and Experience: A degree in Education or a related field is preferred. Job experience in Christian Education is a plus. A love for, and understanding of children is essential as well as a commitment to a Christian education of all ages. Demonstrated aptitude in leadership, creative thinking and the ability to be a self-starter in dealing with situations and processes. Must be competent in MS Office, Google Platform and comfortable working with a variety of computer software and technology. A strong dedication to the Christian faith is of primary importance.

Additional Information: Regular office hours (flexible timing), program attendance and attendance at weekly staff meetings via zoom or in person, Children's Ministry Council meetings and Sunday mornings

Compensation: An hourly rate / averaging approximately 16 hours a week