

Children and Family Ministry Programming Coordinator Northfield United Methodist Church

POSITION OVERVIEW:

The Northfield United Methodist Church is an energetic, vibrant church. We are seeking a Children's Coordinator to aid in coordinating our Kids Creating Community through Christ (KC3) ministry for children grades 2nd to 5th after school on Wednesdays and Sunday children's church. The Coordinator will work with the Youth and Family Ministries Director in developing curriculum for both programs and organizing volunteers to assist with implementation. In addition, organize some summer children's programs and special events throughout the year.

RESPONSIBILITIES:

- Work with the Youth and Families Ministry Director and Children's Ministries Committee to develop lessons and programming for children's activities and programs
- Serve as the lead contact person for Children's Ministry program participants and their parents/guardians, sending a weekly update
- Be onsite and organize Wednesday night children's program activities and service projects
- Purchase supplies needed for Wednesday Night Activities and oversee program budget
- Work with the Youth and Families Ministry Director to recruit, coordinate, and manage volunteers for children's ministries programs and activities.
- Administrative tasks including recording and tracking attendance at programs and incorporating appropriate information gather and health and transportation forms
- Assist with organizing special events which could include: Pumpkin Carving, Christmas Program, and additional events
- Work with Youth Director to plan children's summer ministry opportunities
- Chaperone a summer excursion or youth overnight retreat and youth mission trips
- Coordinating, chaperoning, and driving for off-site field trips.
- Uphold Safe Sanctuary Guidelines
- Attend bi-weekly staff meetings
- Attend Sunday worship service regularly
- Other duties as assigned

DESIRED ATTRIBUTES/SKILLS:

- Strong technology skills
- Enjoy spending time with and educating children
- Excited to develop engaging activities

QUALIFICATION/REQUIREMENTS:

- Ability to engage with young learners and have strong interpersonal communication skills
- High school degree
- Willingness to attend continuing education

- Uphold the organization's beliefs
- Experience with Children and Classroom Management
- Ability to write routine correspondence and effectively communicate written and verbally with church members, vendors, and other employees and volunteers of the organization in a professional manner
- Valid driver's license with own transportation and maintain proper levels of insurance
- Completion and satisfactory results of a pre-employment criminal background screening.

ADDITIONAL INFORMATION:

A successful candidate will uphold the organization's beliefs, have proficient use of technology, social media, and have excellent organizational and communication skills.

The position of Children and Family Ministry Program Coordinator is a paid part-time position. Specific hours and schedule may fluctuate and include special events, but the regular schedule is outlined as follows.

- Wednesday nights 2:30 - 6:00 p.m. (KC3)
- Wednesday night's 6:00 - 8:00 p.m. (Supervision)
- Sunday Mornings (Coordination of children's programming)
- During the week, work on lesson plans, parent/volunteer communication, attend bi-weekly staff meetings, set-up for Wednesday night activities, and work on coordinating special events (Flexible prep time during the week to be done in NUMC office unless getting supplies or meeting with community members).

APPLICATION INSTRUCTIONS:

We will begin reviewing applications on **May 20, 2021**. Applications will continue to be accepted on a rolling basis until the position is filled.

Submit a **resume** and **cover letter** that specifically addresses how your qualifications align with the requirements of this position to the **SPRC Hiring Committee** via

E-mail to: application@northfieldumc.org

U.S. Mail to: 1401 South Maple Street, Northfield, MN 55057

Our hiring practices at Northfield United Methodist Church (NUMC) are aligned with our congregations' welcome statement: We affirm that all people are created in the image of God and, as beloved children of God, all are worthy of God's love and grace, regardless of their sexual orientation, gender identity, family status, race, ethnicity, physical or mental ability, socio-economic status, or age. We unreservedly support and affirm the full inclusion of persons of all sexual orientations and gender identities in all facets of ministry at Northfield UMC, including ordination and marriage. Following Christ's example, we open our hearts, minds, and doors to welcome all who come to us in God's grace.