



## **CHRISTIAN EDUCATION COORDINATOR**

### **QUALIFICATIONS:**

- Must be at least 18 years of age and meet all requirements outlined within our Safe Church Policy.
- Prior staff or volunteer experience working with children and youth ministries
- Excellent written and verbal communication, including computer skills and e-mail
- Strong interpersonal and organizational skills
- A lively and energetic commitment to the Christian Faith and ability to model Christian practice
- Willingness to work every Sunday morning. Arrangements must be made with the CE chair or minister for coverage of a planned absence

### **DESCRIPTION OF DUTIES:**

- Facilitate the recruitment and training of Sunday School leaders with the support of the Christian Education committee
- Assist in teaching in Sunday School classes when required
- Be the initial contact for nursery care providers - absences, illness or other concerns. Pass this information on to the appropriate person if necessary.
- Welcome new families and assist with Sunday School registration
- Coordinate and lead in the review, selection and ordering of Sunday School curriculum
- Survey parents on an annual basis as to what they are hoping their children will learn as a part of their participation in our Christian Education program
- Coordinate Christian Education programs including Orientation/Sunday School kick-off, Christmas and Spring performances, and missions program
- Attend Christian Education committee meetings
- May help coordinate a Summer Vacation Bible School program if families show interest
- Participate in professional development opportunities such as New England Association of United Church Educators (NEAUCE), Community of Practice or other equivalents.

**HOURS:** 8 hours/week including 3 Sunday mornings/month from 9:45-11:30 AM. Individual may work from home for the additional hours

**TIME FRAME:** Mid-August – Mid-June (42 weeks/336 hours)

**SALARY:** \$16.00/hour - \$18/hour