

Christian Education Coordinator for Children & Youth

(Part Time)

The Christian Education Coordinator for Children & Youth (CEC/C&Y) oversees the planning and implementation of all faith-developing educational activities/programs for children and middle school youth through the Faith Formation and Youth Commissions. This is a Part-time position (20-hours per week.)

The primary responsibilities of the CEC/C&Y include, but are not limited to:

- Coordinates and maintains communication with clergy, other staff and commissions in the planning and implementation of the Church's Children and Youth Middle School Programs
- Assists in the planning and implementation of special events for children and middle school youth
- Develops and trains leaders -- providing inspirational leadership to staff, officers and lay-leaders
- Serves as a liaison between elementary and middle school youth leaders
- Perform any additional duties assigned by the Head of Staff

Specific Responsibilities & Duties

- Sunday School (year-round)
 1. Administer the Sunday School and Vacation Bible camp programs
 2. Supervise teachers to include including their recruitment, training and scheduling.
 3. Support Sunday School Mission projects
 4. Attend regular meetings of the Faith Formation Commission
 5. Supervise Sunday morning child care employees
- WOW – Worship on Wednesday (October-April)
 1. Administer COW program
 2. Plan and present weekly program based on following Sunday's preaching text
 3. Recruit and schedule volunteers
 4. Coordinate volunteer duties, i.e., program, crafts, kitchen
- Middle School: Breakfast Club and Fellowship (October-May)
 1. Serve as liaison between the Head of Staff and logistical support partners
 2. Organize parent volunteers
 3. Coordinate and implement the requirements of Thursday morning Breakfast Club
 4. Provide communication to students, parents and volunteers
 5. Serve as a backup for the Head of Staff, in cases of scheduling conflict

Working Relationships

1. The CEC/C&Y reports to the Head of Staff and the Personnel Commission and works closely with the Faith Formation and Youth Commissions, as well as other related committees and commissions
2. The CEC/C&Y works in a collegial and professional manner with all staff and volunteers to ensure a successful team dynamic to fulfill the Church mission

Qualifications

1. Teaching and Educational Administration certificates or similar work experiences are preferred
2. Has a sense of call and a passion for the spiritual growth of children in the Christian faith
3. Is highly organized and able to manage several programs simultaneously, motivating others and delegating responsibility as appropriate
4. Has the ability to plan carefully and attend to significant details
5. Displays ability and desire to support concept of team ministry
6. Exhibits a cooperative spirit
7. Demonstrates ability to recruit, organize and inspire volunteers to carry out the selected programs
8. Possesses strong interpersonal and communication skills
9. Exhibits enthusiasm and optimism in the working environment

Interested candidates should forward a resume. cover letter,
and the names (with contact information) for three (3) professional references to:

faithformation@westfieldpc.org