

Children & Youth Ministry Coordinator Job Description  
February 2024

Hours: 20 hours per week, including worship on Sunday mornings.  
Compensation: \$22,000-\$25,000/year (\$21-24 per hour), paid monthly  
Supervision: Reports to Pastor as Head of Staff  
Evaluation: Annual review conducted by Personnel Committee and Pastor

Responsibilities:

Children & Youth in Worship

- Work with Pastor and committees of the church to include children & youth in various aspects of worship such as by lighting candles, reading scripture, music, etc.
- Coordinate Children's Messages in conjunction with Pastor

Children's Sunday School for ages 5-11

- Recruit, train, and supervise volunteer teachers for programming during worship
- Assemble curriculum and materials
- Liaison with parents and other care-givers.

Nursery Care for ages 0-5

- Recruit, hire, train, and supervise childcare workers during worship

Summer Vacation Bible School (VBS)

- Recruit, train, and supervise volunteers
- Coordinate registration, promotion, and all other aspects of the program in conjunction with relevant committees of the church.

Confirmation Program

- Encourage 8th&9th graders to participate
- Assist the pastor in coordinating classes, retreats, and celebrations.
- Recruit mentors from the congregation

Summer Camp

- Encourage children and families to attend Stronghold camp in the summer
- Help coordinate carpools, registration, subsidies, etc.

Middle & High School Programming

- Work with the Christian Education Committee to coordinate regular opportunities for fellowship, study and service.
- Be a mentor to young people and help nurture them in faith.

High School Mission Trip

- Coordinate with outside program providers as necessary to select dates, location, etc.
- Help recruit students and chaperones
- Assist with fundraising efforts such as the spring Spaghetti dinner.

Intergenerational All-Church Retreat

- Provide for children and youth programming during retreat weekend in June.
- Assist with promotion and registration

Outreach

- Help promote the church's children's programming in the community and online

- Attend functions of the Riverside Preschool when available to promote the church's ministries

#### Other

- Ensure the RPC Child Protection Policy is upheld at all times for the safety of both children and adult volunteers.
- Attend staff meetings & committee meetings as needed.

#### Desired Qualifications

- Mature and active faith commitment to Jesus Christ with love for the church
- Experience working with youth and/or children
- Strong organizational, interpersonal, and communication skills
- Must pass criminal background check