

# Neighborhood Summer Program Coordinator

**25 hours a week**

**\$5,500 Stipend June 1 – August 16<sup>th</sup>, 2023**

**Lodging provided if needed**

**Must have experience in working with children and teens.**

Contact [pastor@corinthumchurch.org](mailto:pastor@corinthumchurch.org) for details/804-737-4837.

Mail/email resume' and two references to 23 W. Williamsburg Rd. Sandston VA 23150.

**PURPOSE:** To coordinate/be the lead for Corinth's Neighborhood Summer program for children and teens, aimed at ages 4 – Middle School. Coordinator is directly responsible to the Lead Pastor or designee of the Lead Pastor.

**RELATIONSHIPS:** The Coordinator shall interface and work with the church staff. This person will interact with the Lead Pastor, Administrative Assistant, Administrative Council, Staff Parish Relations Committee, and the congregation at large.

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## RESPONSIBILITIES:

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1. Begin work June 1<sup>st</sup>, working closely with Pastor Teresa to flesh out the summer calendar.
2. With the assistance of volunteers and parents, working with church staff, create, oversee, and lead a Summer program for Sandston children and middle schoolers from June 12 – August 16, 2023.
3. Weekly walk the Sandston Neighborhood Streets with invitations and invite children/teens.
4. Plan and execute programs for middle schoolers at least once a week
5. Plan and execute programs for rising 5<sup>th</sup> grade – 8<sup>th</sup> grade at least twice a week.
6. Plan and execute programs for children ages 4 – rising 4<sup>th</sup> grade twice a week.
7. Oversee a monthly parents' night out
8. Ensure that all children/teens are properly accounted for, records are kept for attendance and child safety.
9. Under no circumstances will the Coordinator depart from the church building/grounds and leave a child/teen unattended.
10. Record cell phone numbers of the parent/guardian so that in the event of an emergency he/she can be immediately contacted.
11. Ensure the sign in/sign out sheet is completed for all individuals.
12. If special needs children attend, work with the pastor and volunteers to provide for them.
13. Use church provided cell phone to text parents with invites weekly.

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## **ADMINISTRATIVE RESPONSIBILITIES:**

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1. Collect information regarding participation and attendance with each activity for all events and turn in to the Administrative Assistance; use this information to plan for increases or reductions in program needs.
2. Communicate with the Pastor regarding changes or needs for space and equipment.
3. Oversee volunteers associated with Corinth's Neighborhood Program to include:
  - a. Defining commitment and responsibilities.
  - b. Handling problems associated with volunteer conduct.
  - c. Serving as the liaison between volunteers to the Lead Pastor, Administrative Assistant, and Council Committees.
4. Coordinate with the work of other staff members on congregation-wide programs.
5. Ensure that Corinth's Safe Sanctuaries policies and procedures are practiced.

## **MINISTRY INFORMATION AND RESOURCES**

1. Benefits as outlined in the Corinth United Methodist Church Employee Manual
2. Compensation is **\$5,500 for the Summer**.

## **QUALIFICATIONS REQUIRED FOR SUCCESSFUL APPLICANT**

1. Background experience in working with children and teens.
2. Must be a nurturing, caring, person with expertise in leading programs and who enjoys working with children and youth.
3. Must be able to meet physical demands of working with children and youth.
4. Completes Background Check per our Corinth UMC Child Protection Policy

## **PRINCIPLES OF FAITH QUALIFICATIONS**

1. Passion to serve Children and Youth in a compassionate, encouraging and forgiving manner.
2. Christian disciple
3. Understanding of or willingness to learn about Corinth United Methodist Church.

### **Contact Information:**

Mail:           Staff Search Committee  
                  Corinth United Methodist Church  
                  23 West Williamsburg Rd.  
                  Sandston, Virginia 23150

E-mail:       [pastor@corinthumchurch.org](mailto:pastor@corinthumchurch.org)

### **SUMMARY: NEIGHBORHOOD NIGHT COORDINATOR @ Corinth UM Church:**

25 hours a week           \$5,500 Stipend for the Summer.

Must have experience in working with children and teens.

Contact [pastor@corinthumchurch.org](mailto:pastor@corinthumchurch.org) for details/804-737-4837.

## Summary of Current Program

### History:

Beginning in June Of 2021 under the leadership of Charlotte Strom we offered a Wednesday eve half hour program summer program for ages 4 through 6<sup>th</sup> grade. The program rotated through music, art, games and crafts throughout the summer culminating with the Icee truck. We averaged 8 – 12 children. The free night with the ice truck we had 50 children and adults. We continued this program throughout the year.

Ash Wednesday of 2022 we began an Adult Bible Study led by Pastor Teresa while the children gathered for other activities.

In June of 2022 we transitioned to offering snacks with the weekly program and culminated the summer with a giant waterslide. We averaged 12-15 children.

In September of 2022 we added an evening meal every week and moved a variety of toys to the Social Hall for the children to play with as they gathered if the weather didn't permit gathering on the playground. We also added a monthly coping skills night for children and adults.

In December of 2022 we added cooking classes on every 5<sup>th</sup> Wednesday.

As of March 2023 we had 23 children attend last night with a dozen adults; 7 volunteers to help in the kitchen and with the children.

Our current rotation is

1<sup>st</sup> week Crafts led by Linda Atkinson

2<sup>nd</sup> week Coping Skills led by Pastor Teresa Smith

3<sup>rd</sup> week Art led by Art Teacher Rebecca Elliott

4<sup>th</sup> week Music led by Music Director Diana Greer

5<sup>th</sup> week Cooking Classes led by Katherine Poarch and Jane Winter

In the past twelve months we have had more than forty children participate from about twenty families.