

Children's Ministry Coordinator

First United Methodist Church in Charlottesville is currently offering a part time opportunity to develop and support a vibrant and effective Children's Ministry from nursery through 5th grade. The incumbent will be responsible for building positive relationships with children and families and coordinating Children's Ministry programs and events. The Coordinator will develop and grow the Children's Ministry by proactively fostering and maintaining positive relationships with the Pastor and church staff, church members and guests and the community at large and by developing and maintaining effective programs and events. The position is part time, approximately 10 hours per week, with a salary of \$8,000-\$10,000 per year.

Primary responsibilities of the Children's Ministry Coordinator include:

- Coordinating Nursery staff and volunteers and monitoring Nursery supplies
- Recruiting volunteer teacher/leaders for the Children's Department (Preschool through 5th grade), providing necessary leadership and support
- Planning and coordinating an effective curriculum for Sunday School and Children's Chapel
- With volunteer assistance, planning and overseeing special events such as Vacation Bible School, Easter Egg Hunt, Christmas events, Trunk or Treat
- Working closely with the Preschool Director and the Parent Support Group, and church committees
- Performing administrative duties in support of the Children's Ministries such as event set-up, maintaining accurate and timely records for: background checks, budget matters, family and volunteer contact records, outreach efforts

Desired qualifications include:

- Love of children and practical knowledge and experience with them
- Spiritual maturity and dedication to the spiritual development of children
- Strong leadership, communication and organizational skills
- Qualities of flexibility and teamwork orientation
- Halo helpful but not required, sense of humor a must

Interested candidates should send letter of interest and resume to Indeed at <https://www.indeed.com/job/coordinator-492f07353b3cb34>.