

Children's Ministry Coordinator Job Opening

United Methodist Church of Vista, CA is seeking a Children's Ministry Coordinator. We recently completed a building project, which increased our available space for ministry, and we are looking for an energetic person who wants to share grace, fun, and help expand the ministries offered to our families and children.

For more information or to submit your resume, email Melissa Giard at melissag@umcvista.org

Job Description:

The Children's Ministry Coordinator is responsible for providing leadership, direction, recruiting, teaching, and mentoring towards the development and growth of the Children's ministry program for children from pre-K to 8th grades.

Salary range is \$23-28 an hour, based on experience. This position is part-time (average 15 hours), non-exempt position.

Sunday availability is required onsite at the church facility. Other work hours for events occurring off-site may be negotiated.

Duties:

- Direct weekly Sunday morning activities and events
- Coordinate in worship moments with children with the pastoral team
- Maintain accurate records and contact information for families and community partners related to children's ministries
- Coordinate and train Children's Ministry volunteers
- Create both a faithful and safe environment to provide our children with positive experiences and self-assurance
- Calendar and coordinate regular yearly and seasonal activities such as vacation bible school.
- Coordinate schedules, order curriculum and distribute to volunteers and staff
- Communicate budget with Christian Education work area, purchase supplies as needed
- Facilitate Christian Education meetings as needed including, communicating on events, curriculum, and needs of the program
- Coordinate Nursery care
- Perform other related duties as may be requested or required
- Accountable to Senior Pastor, and Staff Parish Relations Committee

Skills and Information Expected:

- Commitment to values and vision of a United Methodist faith-based organization
- Understanding and experience within the Christian faith, and the United Methodist Church
- Complete a background check based on church requirement through Ministry Safe
- Previous experience with Children's ministry or educational youth programs
- Leadership and Organizational skills with a genuine heart for people
- First-aid/CPR trained within six months of hire and maintain training throughout employment