



Children's Ministry Coordinator

Qualifications:

- Post secondary education recommended. (Minimum high school graduate)
- Experience in a church setting, working with children and parents, and as a teacher.
- Computer literate with experience in email texting, zoom and social media.
- Ability to work well with individuals and groups.
- Possess strong administrative, organizational and communication skills.
- Work as a supportive member of the church staff.
- Maintain confidentiality.

Purpose: This position is designated to organize OSLC Children's ministry in an age-appropriate way. Working with children and parents to administer faith-based lessons and activities.

Hours: Part-time position averaging 15 hours per week.

Position Responsibilities:

- Develop children and family ministries that support faith development.
- Build relationships with children and parents, working to develop their faith and growth in the church.
- Organize and lead OSLC Sunday school, Vacation Bible School, Christmas/Easter programs and other special events.
- Train and support volunteers as they work with the children through these ministries.
- Set curriculum with the Education Committee.
- Organize materials and rooms used for Kids Connect. Maintain upkeep of these areas.
- Communicate children and family activities via newsletters, bulletins, emails, website, and social media.
- Work closely with the Education Committee. Write reports as needed to the committee, OSLC board and the congregation.
- Maintain assigned budget, make purchases, report and track purchases and expenses to Supervisor and Financial secretary.
- Additional duties as needed.

Reporting: This position is supervised by the Senior Pastor.

8/2023