

UNITY OF KALAMZOO

JOB TITLE: Youth Education Director/Children's Ministry Coordinator

REPORTS TO: Senior Minister

PURPOSE:

- Oversee program development and operations for activities of youth ages birth through high school
- Provide a safe, loving, and empowering spiritual learning experience for all children, teachers, assistants and sponsors involved in the program
- Plan, coordinate, and supervise the activities for children ages three through fifth grade, Uniteens (junior high), and Y.O.U. (senior high)
- Work with the minister(s) regarding programs, budget, space and planning for the Youth Education Department

POSITION SPECIFICATIONS AND REQUIRED HOURS OF SERVICE:

- Half-time position, approximately 20 hours per week
- Sunday mornings from 8:30am until 12:30pm (onsite)
- Scheduled meetings and office hours (on-site)
- Planning time as needed (on-site or elsewhere)

QUALIFICATIONS:

- Prefer degree in Education, teaching experience, and at least one year of experience supervising adults
- Active student in Unity spiritual studies for at least two years
- Team oriented leadership style compatible with adult staff and volunteers as well as children
- Talent for organized thinking and action
- Ability to delegate and develop leaders while maintaining high degree of accountability
- Demonstrated commitment to spiritual growth and spiritual practices, including prayer
- Appreciation and understanding for children of all ages
- Desire to grow and learn

DUTIES AND RESPONSIBILITIES:

Curriculum, Program Development and Operations

- Plan and prepare curriculum for each quarter
- Plan special activities, seasonal programs and periodic participation by children during adult Sunday experience
- Guide teachers in planning and presenting their lessons
- Communicate with and utilize resources provided by other Youth Ed program heads, Regional and National consultants
- Plan pre-class activities for children to do upon arrival or between services
- Budget for and maintain adequate supplies of materials; coordinate distribution
- Keep classrooms, bulletin boards and walls in common areas fresh, colorful, interesting and uncluttered.

Staffing

- Recruit, train, supervise and support the youth ministry staff, including teachers, classroom assistants and volunteers.
- Make sure staff will be present on Sundays or find substitutes
- Plan and coordinate teacher in-service, planning and information sharing meetings
- Help classroom leaders learn to manage disruptive behaviors in ways that support the child.
- Keep Youth Ministry staff and volunteers apprised of church events and classes and encourage attendance.

Leadership Team

- Attend regular staff meetings and meetings with the Minister
- Communicate and collaborate with the minister and staff in regard to events calendar; budgets, funding and check requests; access to building and use of facilities; acquisition and distribution of supplies; communications needs (marketing, awareness, information sharing); participation in local and regional events.
- Promote awareness of youth ministry programs, activities and events via announcements, bulletin items, website and e-zine to insure appropriate support and participation
- Provide timely updates for website content dedicated to Youth Ministry programs and activities
- Prepare quarterly updates for minister to share with Board of Trustees

Compensation:

- Commensurate with experience and qualifications
- In alignment with programs and/or churches of comparable size

Submit resume and cover letter to:

**Rev. Joslyn Mason
1204 Whites Road
Kalamazoo, MI 49009**

or email to: revmason@unitykalamazoo.com