

Position Title: Youth and Children's Ministry Coordinator

Reports To: Senior Pastor/Executive Pastor

Salary: \$40,000 - \$50,000 DOE

Daily Supervisor: Pastor

Position Summary:

The Youth and Children's Ministry Coordinator is responsible for developing and overseeing programs that minister to children and youth with oversight from the children's and youth ministry teams. The role will also recruit, train, and manage volunteers to support and grow these ministries. This role involves strategic planning, program development, volunteer coordination, and administrative tasks to ensure the effective and impactful operation of children and youth ministries in the church.

Key Responsibilities:

Volunteer Management:

- Recruit, train, and coordinate volunteers for children's and youth ministry programs.
- Develop and maintain a volunteer database, ensuring accurate records of volunteer participation and compliance with church policies.
- Provide ongoing support to volunteers, fostering a positive and engaging volunteer culture.

Program Development:

- Plan, develop, and implement engaging and age-appropriate programs for children and youth, including Sunday school, youth group, Vacation Bible School, mission trips and other events.
- Collaborate with church leadership to align programs with the church's mission and vision.
- Continuously assess and address the spiritual, social, and educational needs of children and youth within the church community.

Administrative Duties:

- Manage databases related to children and youth ministry programs, including attendance records, contact information, and other relevant data.
- Develop and monitor budgets for children and youth ministries, ensuring effective use of resources.
- Prepare reports and updates for church leadership on the progress and impact of ministry programs.

Community Engagement:

- Build relationships with children, youth, and their families
- Organize outreach activities to engage the wider community and attract new participants to the church's programs.
- Stay informed about trends and resources in children and youth ministry to continually enhance program offerings.

Safety and Compliance:

- Ensure all programs comply with the church's safety policies and procedures, including background checks and training for volunteers.
- Provide a safe environment for all youth and participants

Qualifications:

- Bachelor's degree in, Education, Religious Studies, Social Work, or a related field preferred. Or equivalent experience.
- 2+ years of experience
- Experience in children and youth ministry, with a proven track record of developing successful programs.
- Strong organizational and administrative skills, with the ability to manage multiple tasks and priorities.
- Excellent interpersonal and communication skills, with the ability to engage and inspire volunteers, children, and youth.
- Knowledge of using database management software and other administrative tools.
- A deep commitment to the Christian faith and building disciples.
- Work Schedule:
 - Full-time position – (Sunday – Thursday) including weekends and evenings as required for program activities and events.
 - Exempt position with paid holidays and PTO

Application Process:

- Interested candidates should submit a resume to Office@sunnycrest.org
- Candidates will be required to take the spiritual gift test