

Alleluia! Youth & Family Coordinator

Job Description

To provide leadership and organization of children's education, family activities, that will help the families of Alleluia! experience Spiritual growth and Christian learning. A candidate with experience organizing and teaching children of various ages is important. Should be a person with active church membership and demonstrating Christian beliefs, values, and an excitement for Jesus. Specific job duties include but may not be limited to coordination and organization of Sunday school, confirmation, vacation bible school, children's church, working with nursery coordinator, and planning youth group activities.

Position Information

Hours – Part time (@30 hours a week)

Reports to- Pastor

Qualifications

1. Strong faith base. It is important at Alleluia! that our leaders serve as an example of living the life of a disciple by weekly worship, strong prayer life, and being able to discuss your own faith journey.
2. Good organizational skills. We are not looking for an individual to lead everything listed above and below, we are looking for someone to organized, recruit, communicate, and train individuals within the congregation to minister to each other. Ability to plan ahead is important.
3. Strong sense of being able to relate to children of all ages, parents and their needs and concerns, and family issues.
4. Excellent communication skills. Being able to illustrate to the congregation through announcements, newsletters, mailings, email, and the worship bulleting upcoming activities, events, and needs for youth and family ministry.
5. Ability to equip and motivate others.
6. Being able to envision and set goals for where a certain ministry needs to be and being able to develop a plan to take it there.

Duties

1. Administrate Sunday School program. Recruit teachers, establish curriculum, and communicate with the congregation. Evaluate how the program can be improved and become a better tool for Spiritual growth.

2. Lay out yearly plan for confirmation in coordination with Pastor. Setting up schedule, recruiting adult leaders, finding visitors to come and share faith stories, and providing materials and supplies needed for each learning event.
3. Organize vacation bible school once a year. Finding and training teachers, securing a site, establishing curriculum, advertising, and gathering materials needed.
4. Organize and lead a senior high ministry team. A group of adults that plan and lead faith based activities with high school group. Following up with leaders and making sure their needs are provided and the ministry is moving forward.
5. Implement and educate all teachers, leaders, and students of "safe place" guidelines. Making sure that every activity is safe for both adults and children.
6. Evaluate each youth and family ministry program and determine how each can be improved on a yearly basis.
7. Attend biweekly staff meeting and work together as a team.