

# First UMC – Trinity UMC – Union Spiritual Community

## Position Title: Family Programming Coordinator

Hours: 10 hours per week, 39 weeks per year, including 1 week for Vacation Bible School (5 hours at Union, 3 hours at FUMC, 2 hours at TUMC)

Salary: \$23.10 per hour, VBS salary received as an honorarium from registration proceeds

### Availability:

- Sundays: 9:30 AM - 11:00 AM (alternating between each church at least once a month)
- Mondays: 4:00 PM - 7:00 PM for Union Small Groups during the school year, and twice a month in summer
- Occasional Special Events such as Vacation Bible School, Trunk or Treat, Hanging of the Greens, Fall Fest, etc.
- Flexible schedule for planning and other/additional responsibilities

**Hybrid position: May work onsite or online during planning and scheduling work hours unless otherwise directed.**

### Primary Responsibilities:

Nurture children's spiritual growth by creating family-oriented events, leading small groups, and organizing traditional educational programs.

### Regular Duties:

*(Note: This is a general overview and not an exhaustive list of responsibilities.)*

- Create and manage family-oriented and multi-generational events with the Children and Family Outreach Team.
- Organize and lead programming for children from newborn to 5th grade during Union Spiritual Community Monday Night Small Group Meetings.
- Coordinate traditional children's activities, including Sunday school planning, curricula, and Vacation Bible School (VBS).
- Recruit, train, and support volunteers for Sunday School, VBS, and other children's events.
- Collaborate with the FUMC Coordinator of Youth Ministries to ensure smooth transitions between age groups.
- Share information about family programs through email, newsletters, bulletins, calendars, websites, and social media.
- Actively engage in the life of the combined community.

### Occasional Duties:

- Represent children's ministries at staff meetings and report to relevant councils (FUMC/TUMC Church Councils or Union Core Group) as needed.
- Pursue continued development in all areas of responsibility.
- Instruct on and enforce the Safe Sanctuary policy.
- Facilitate outreach within the local community.
- Partner with church leadership to manage the administrative aspects of children's programming.
- Perform other duties as assigned by the Supervising Pastor (Rev. Bryson Lillie as of date of hire).

**Skills and Requirements:**

- Safe Sanctuary Certified.
- Provide 2-3 references.
- Ability to self-manage and work well with others.
- Experience in management, program development, and administration.
- Proficient in computer applications (Google Drive, Docs, Sheets, etc.).
- Reports directly to the Supervising Pastor and collaborates with community organization leaders; subject to annual evaluation by a combined committee from the three groups.
- Paid monthly
- High school diploma or equivalent; theological education or training preferred but not required.
- Experience in children's ministries and/or childhood development preferred.