

CORDOVA BAY UNITED CHURCH JOB DESCRIPTION

Children, Youth and Young Adult Program Coordinator

Revised September 14/23

POSITION TITLE: Children, Youth, and Young Adult Program Coordinator

POSITION SUMMARY:

The Coordinator leads, plans, coordinates, and promotes Christian based programs and activities for children, youth, and young adults. The position works in conjunction with the Minister for Worship and Congregational Life; the Children, Youth, and Young Adult, (CYYA), Committee; the Worship Team; and the CYYA Program Assistant.

ACCOUNTABILITY: This position is accountable to the Congregation through the Minister of Worship and Congregational Life, who will provide supervision, mentorship, and guidance, and through the Ministry & Personnel Committee.

HOURS OF WORK/COMPENSATION: 20 hours per week, including 3 – 4 Sundays per month and present for the Christmas and Easter seasons. Wage \$2200 per month plus benefits, including 2 weeks' vacation per year incorporating 3 Sundays.

KEY RESPONSIBILITIES: The Coordinator:

1. Plans, coordinates, and leads the weekly “Spirit Kids” (Sunday School) program, working in conjunction with the Children Youth, and Young Adult Committee. Weekly, this includes, but is not limited to:
 - organizing curriculum components, lesson plans, crafts, and activities to provide programs for the Spirit Kids participants.
 - leading and teaching the Spirit Kids program on most Sundays.
 - recruiting, training, and overseeing the volunteer teaching team members.
2. Ensures that United Church of Canada (UCC) policy is met to keep children safe and the UCC Duty of Care is followed.
3. Plans, organizes, and leads regular events appropriate for children, youth, and young adults of varying ages, including Messy Church, youth group and young adult activities, etc.
4. Plans, organizes, and leads Messy Church** 5 – 6 times a year.

**Messy Church is an activity-based program that attracts a broad range and age of young children including those who do not attend Spirit Kids.
5. In conjunction with the Minister of Worship and Congregational Life encourages children, youth, and young adult participation in worship services, e.g., lighting the Christ candle, reading prayers, etc.
6. In coordination with the Minister, develops and leads “A Time to Wonder” for the children and youth during the weekly worship service.
7. Facilitates community engagement activities in relation to young families and children, youth, and young adults.
8. Encourages engagement of youth and congregants in social justice programs and events supported by the United Church of Canada.

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9. Promotes and represents Cordova Bay United Church in the broader community, e.g., Camp Pringle events, youth rallies.
10. Able to adapt approach to meet the needs of children/youth who may have physical or developmental challenges.
11. Other duties similar in scope and responsibility as may arise, at the direction of the Minister of Worship and Congregational Life.

POSITION SKILLS AND ABILITIES:

- At least 19 years of age
- Must be able to work with teams and be a team player.
- Good communication skills, including verbal, non-verbal, written, and digital.
- Good listening skills.
- Able to work independently.
- Must be self-motivated, reliable, innovative, creative, perceptive, personable, and compassionate.
- Demonstrated leadership ability and experience working with children, youth, and young adults; training or education related to the United Church or with children in a church setting preferred.
- Is a role model for youth and young adults.
- Able to create an atmosphere of fun for children/youth.
- Able to relate to multi-generational congregational members.
- Comfortable utilizing social media, other digital platforms, and group meeting platforms such as ZOOM.
- Computer literate, including utilizing programs such as PowerPoint, Word.
- Conversant with youth culture and youth issues. Comfortable raising and engaging faith questions with youth.

QUALIFICATIONS:

- Familiar with and comfortable exploring/explaining the ethos and teachings of the United Church of Canada (UCC).
- Embraces UCC theologies of inclusivity, promotion of justice, and respect for Creation.
- Current BC Driver's Licence
- Education and/or experience in early childhood or primary/elementary education is an asset.
- Musical, art, or theatre background would be an asset.
- Required to have a Vulnerable Sector Police Criminal Record Check prior to starting the position.
- Must become familiar with and follow the United Church of Canada "Duty of Care" policies and procedures.
- Willingness to take part in related continuing education/courses/sessions.