

Job Posting

Family and Children's Ministry Coordinator

Unitarian Universalist Congregation of the Treasure Coast

21 SE Central Parkway, Stuart, FL 34994

Date Posted: September 19, 2017

Open Until: Filled

Position: Family and Children's Ministry Coordinator

Church Size: Small < 150 members

Job Type: Part-Time ~ 4 hours/week (anticipated)

Hiring Start Date: Mid-September

The Unitarian Universalist Congregation of the Treasure Coast is looking for a part time Family and Children's Ministry Coordinator to work collaboratively with the Church Minister, Intern Minister and the Family and Children's Ministry Team (FCMT). The Coordinator will prepare materials for Sunday youth classes and develop programming for biannual family/intergenerational events. The coordinator will oversee congregation volunteer teachers in providing a high quality Unitarian Universalist program for our children and youth. The Coordinator will report to the Minister. Position pay is commensurate with experience and in the range of \$15.00 -\$20.00 per hour. This is a position for an experienced educator. Must be open to providing a curriculum that embraces Unitarian Universalist principles. Hours will include preparation time during the week and Sundays.

Responsibilities:

- Will implement and supervise weekly RE for school aged members on Sunday morning.
- Class material preparation and teaching as needed
- Will participate in worship with children, including multigenerational worship
- Provides volunteer teacher oversight
- Is able to provide clear, ongoing written and verbal communications with the congregation, children, parents and guardians and FCMT
- Work in collaboration with the Minister, Intern and FCMT
- Maintain enrollments, attendance and safety records

Requirements:

- Basic computer skills
- Experience in education; experience with religious education a plus
- Successful completion of a background check
- Enthusiastic about implementing a flexible multigenerational religious education program, based on a family ministry model.

Please send resume, with cover letter and three references to Info@tcuuc.org