



Program Coordinator, Early Years Ministry

Position Type: Non-Exempt
Category: Regular, Part-Time (20 hours)
Classification:
Reports to: Director of Early Years Ministry

ORGANIZATIONAL OVERVIEW

St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. At St. Luke's, we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are called to: worship God with all our heart, connect with others with all our soul and mind, and serve the world with all our strength. St. Luke's is intentionally striving to be economically diverse, multi-racial and welcoming to LGBTQ people.

POSITION OVERVIEW

The Program Coordinator is a consistent presence on Sunday mornings and is responsible for all aspects of implementing programming for birth through PreK.

In 2-3 years for this person/ministry area success would look like:

- Engaging Christian lessons, materials, and guidance for leaders of children from birth through PreK at each age level
 - Defined strategy for creating unique experiences at 9:30 and 11AM worship hours
 - Streamlined coordination and training of leaders
 - Build and develop our teams in support of Sunday morning programming, with a focus on cultivating lead volunteers and at least one weekly leader in each room
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RESPONSIBILITIES

- Responsible for planning and implementing weekly lessons for Sunday morning using purchased curriculum.
- Coordinates resources in support of curriculum, keeping within a budget.
- Builds and develops Sunday morning team of volunteer Small Group Leaders and Assistants, Large Group Leaders, Sunday Support team, and the Curriculum Prep team.
- Provides tasking and guidance for curriculum prep volunteers and Sunday support volunteers.
- Provides take home materials for parents in physical and digital form.

- Develop a team of volunteers to create an exciting environment for Large Group Space
- Collaborates with other Early Years Ministry staff and volunteers to recruit, train, coach, and recognize volunteers.
- Provides and contributes to an open and welcoming environment for children and their families.
- On Sundays ensures classrooms are ready for children and volunteers, greets volunteers and ensures proper ratio of adult volunteers to children. Ensures large group resources, space and volunteers are Sunday ready. Record all Sunday morning attendance.
- As part of the Early Years Ministry team, the Program Coordinator will also collaborate in special events for children and their families.
- Assists with special events involving the Early Years Ministry for both its targeted age group and church-wide events, such as the Drive-in Movie Night, Christmas Eve Family Service, Obstacle Course, Easter Celebration, and VBS.
- Attend trainings and meetings as needed.

QUALIFICATIONS

- Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.
- Basic understanding of the Bible and of Methodist teaching, and an interest in deepening that understanding
- Demonstrate passion and joy for children and their families
- Must be warm, outgoing, and comfortable recruiting volunteers and building rapport with current volunteers
- Must have superior organizational and communication skills and proficient computer skills
- Must be self-motivated and able to work independently, yet still value a team
- Must submit to and pass a background check and reference check
- Obtain and maintain Infant and Pediatric First Aid and CPR certification (recertify every 2 years)
- Familiarity with child development and curriculum planning
- Sunday school/Small Group Leader or preschool teaching experience preferred
- College education preferred

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.