

Children's Ministry Coordinator & CYF Admin

20-25 hours per week

Flexible schedule: candidates must be available Sunday mornings when Sunday School is in session from 7:30am to 11:30am, with the remaining hours flexible Monday through Thursday.

Monday- Thursday Duties:

- Manage Children, Youth & Family(CYF) Data Base
 - Ensure family information is up to date and accurate.
 - Ensure registration information is up to date and accurate.
 - Create program registrations, and run reports as needed.
 - Print rosters for CYF programming.
 - Print/create name tags for CYF programming.
- Make contacts as needed throughout the week to ensure Sunday morning programming is adequately staffed.
- Take calls/respond to program questions as needed.
- Work with the CYF team to collaboratively plan fun activities for the children:
 - Pre-prep activity materials as needed.
 - Purchase materials (with Director approval) as needed.
- Collaboratively plan CYF family events:
 - Pre-prep activity materials as needed.
 - Reserve rentals/hire contractors as needed.
 - Reserve building space as needed.
- Monitor supplies, collaboratively ensure storage closets are organized and filled.

Sunday morning Duties:

- Pre-check Nursery and Sunday School Rooms for safety.
- Ensure wiggle worship area is clean and set up/prepared for worship.
- Ensure Nursery and Sunday School Rooms are set up for the day's activities.
- Manage Nursery pagers: ensure they are charged and functioning each week.
- Greet families positively as they arrive at the Nursery/Preschool Sunday School area and answer any questions they may have.
- Support Nursery staff/volunteers and Sunday School volunteers during programming with getting additional materials needed, helping a little one who needs something extra that day, or whatever other wonderful surprises that may come up with our little ones.
- Support Sunday School leaders and kids during programming as needed.
- Ensure clean up/sanitization & take down of Nursery and Preschool -4th grade Sunday School materials and areas after programming is finished for the day.
- Support volunteers, participating kids and families to have a positive, nurturing, faithful and fun experience!