

Childrens Education Coordinator

St Margaret's Church - Annapolis, MD

The **Childrens Education Coordinator (CEC)** is a part-time position (approximately 10-12 hours per week) and reports to the Interim Associate Pastor

Responsibilities:

- Be the face, soul and spirit of children's spiritual formation on Sunday mornings (8:30am-1 pm)
- Participate in/coordinate, staff and administer significant children's ministry events including Children's Chapel, Sunday School
- Utilize Social Media tools to communicate with parents, children, teachers volunteers and all relevant stakeholders
- Track attendance, recruit teachers and volunteers and purchase materials/supplies and maintain inventories
- Secure, train, schedule and supervise paid childcare providers for all church programming
- Recruit volunteers for the classrooms; arrange substitutes as needed. Fill-in for no-shows.
- Coordinate background checks for all people engaged in children's ministries
- Using input from teachers and other leaders, select curriculum for 2018-2019 Sunday school
- Ensure Safe Guarding practices in all areas of children's ministries and provide training for new volunteers as needed.
- Clean up of classrooms and reset as necessary.
- Work with music director, teachers and volunteers on planning and performing annual Epiphany Pageant and other special programs
- Continually recruiting and developing a volunteer core
- Other responsibilities as assigned

Minimum Qualifications

- Must possess a basic catechetical knowledge of our Episcopal faith and ethos
- Teaching experience, education, degree or certificate
- A committed and mature Christian with two to five years relevant experience in the design, delivery and administration of Christian education programs for children (toddlers through 5th grade)
- Proficiency in Social Media and online communication tools including email, texting, Facebook and Constant Contact
- Experience in recruiting and training volunteers to serve in the classrooms during Sunday morning and during other church related events.
- Be trained in Safeguarding God's Children (training provided)
- Working knowledge of Microsoft Office and Excel
- Must be able to pass background check and provide a clean 5 year driving history

Physical Requirements

- Able to lift items of at least 30lbs
- Able to be on your feet for long periods of time
- Pushing and/or pulling
- Stooping and/or kneeling
- Sitting on the floor and/or child-sized chairs

To Apply: Send the following information to elizabeth@st-margarets.org

Submit a one paragraph summary on why you want to work in Children's Ministry.

Submit a one paragraph summary describing techniques you have used to recruit and retain volunteers.

Submit two letters of reference that attest to your experience working in a similar education and volunteer supported environment.

Submit a resume including related work history for the past 5 years. Any references included should be of recent employment (past 3 years).

Job Type: Part-time. Sundays 8:30-1:30 required.

Start date: immediately or by August 27