



**Trinity United Church
Elmira, Ontario**

Youth and Children Coordinator

Trinity United Church Elmira is seeking a Youth and Children Coordinator for an enthusiastic and evolving congregation. We are looking for a creative and energetic individual to provide faith-based programming for our Children (age 3 – 10) and for our Youth (age 11 – Grade 12). The Coordinator would both deliver programming and develop and prepare the necessary materials, and work with staff and volunteers. This is a part-time salaried position (up to 20 hrs/wk), starting September 3, 2017.

Specific responsibilities of the successful candidate:

1. Assume the primary responsibility for preparing and delivering faith-based programming for Youth and Children
2. Develop and support faith-based youth events (can include early dismissal day programs, after school programs, evening programs, weekend programs)
3. Research, develop and support a Sunday school curriculum in cooperation with the Minister and the church worship calendar (such as a Christmas pageant, intergenerational services, etc.) that is well organized and easily delivered, and can include volunteers
4. Work as an integral member of the Ministry Team, attending staff and Worship/Faith Formation Team meetings, and support the vision and mission of the congregation in the wider community.
5. Possess the emotional stamina and high energy needed to effectively engage, communicate and connect with children and youth.
6. Able to establish and maintain effective working relationships with staff and volunteers;
7. Organize and ensure appropriate supervision of volunteers for activities.

Other Duties

1. Maintain a safe environment for all participants and store all sensitive data collected in an appropriate manner.
2. Reach out to United Churches or other churches in the area for partnerships and opportunities for joint children and youth activities.
3. Manage program budget effectively.
4. Ensure set up/clean up of Sunday school rooms on Sunday morning.
5. Delegate tasks and request assistance for programs when necessary.
6. Meet with parents as necessary and foster open communication.
7. Provide pastoral care to children/youth and families as needed, in conjunction with the Minister.

Skills and Attributes Requirements

1. Experience and have a desire to work with children of all ages and their families in a Christian setting.
2. Knowledge in the area of child development and demonstrated previous experience with children and youth.
3. Familiarity and comfort with United Church of Canada theology and ethos.
4. Create an inclusive and welcoming atmosphere of safety, belonging, and positive development for each child.
5. Ensure the program is varied and of interest to the children and youth
6. Good team player and strong people skills.
7. Successful candidates must provide a satisfactory Vulnerable Sector Police Record Check

Applications for this position should be forwarded to opportunities@trinityunitedelmira.ca with a reference of Youth and Children Coordinator in the subject of the message.