

Unitarian Universalist Community of the Mountains

Job Description

Position: Family Ministry Program Coordinator

Supervisor: Minister

Approved: August 6, 2022

Supersedes: New

Authority: Minister

General Description:

The Unitarian Universalist Community of the Mountains (UUCM), a liberal religious community, is seeking a Family Ministry Program Coordinator for 5 hours a week position.

This role supervises and coordinates the care of children during Sunday morning services at UUCM. The primary responsibilities include managing the Kids' Connection program and working with volunteers to ensure that the young children of the church are well cared for in a loving and safe environment.

Qualifications:

- At least 18 years of age
- Minimum High School Diploma/GED; some college, preferred
- Child development course work
- Prior documented work experience with children ages infant – 13 years, required
- Prior experience providing children's programming, preferred
- Experience working with volunteers, preferred
- Good written and oral communication skills
- Prior experience providing regular communication, preferred
- Basic computer skills
- Organized, responsive, able to prioritize
- Is flexible and adapts to the needs of the program, children, and families
- Works well as part of a team
- Recognizes and resolves conflicts effectively
- Infant and Child CPR Certified
- Able to pass a background check and fingerprinting
- Align with Unitarian Universalist values
- May not be a member of the church

Duties/Responsibilities:

- Greet families on Sunday mornings as they arrive for worship services
- Lead children's activities in a one-room schoolhouse model along with a congregational volunteer for 2 hours on Sunday mornings, 10:15am to 12:15pm.
- Regularly communicate with families by submitting information to be shared through the church communication streams, including event details, resource links, and congregational and local family activities, and texts/phone calls to parents as needed.
- Coordinate monthly family gatherings; set dates, plan activities, provide childcare, coordinate potluck or donated meals, communicate about event through congregational channels, and text reminders to parents.
- Attend monthly Family Ministry Team meetings to plan overall programming. Typically takes place in the evening either online or in person.
- Other duties as assigned.

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Working Conditions and Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, walk up and down stairs, bend and stoop, lift up to 40 pounds. Must be able to hear verbal requests and communicate clearly and articulately on the phone and in person.

The employee is required to be available to work outside of regular business hours which includes Sunday mornings and some occasional weekday evening hours and holidays.

Salary and Benefits:

This position is offered in a pay range of \$19 to \$22 per hour, depending on skill sets and experience.

Relationships/Accountability:

The Family Ministry Program Coordinator works under the direction of the Minister and supports Family Ministry Team and other church leaders within the confines of the job description and as authorized by the minister. In the absence of the Minister, such as an extended leave or sabbatical, the Minister, in consultation with the Board of Trustees, will appoint an Interim Supervisor until the regular Minister returns. The Minister will conduct an appraisal after the first three months, and then in May of each year thereafter.

The Board of Trustees expects all staff to follow established policy and procedures and holds all staff accountable to a high ethical standard regarding behavior in their professional life at UUCM. Staff members are required to undergo background checks and shall not endanger our children or the reputation of UUCM.

Diversity and Inclusion at UUCM:

Our belief in the inherent dignity and worth of every person motivates everything we do at UUCM. We strive to maintain a workplace where all employees are respected and included, where individual experiences are honored, and where both glowing and challenging feedback is appreciated. UUCM is highly committed to the principle of equal opportunity in employment. People with disabilities, people of color, and people from minority communities are encouraged to apply.