# Family Life Coordinator

**Channing Memorial Church (Unitarian Universalist)**
**Newport, RI**

Channing Memorial Church is seeking an individual interested in directing and teaching in our Family Ministry program as the Family Life Coordinator. Part-time position (approx. 12 hrs/wk for 10 months with 1 Sunday/month off during the church year). This position could be expanded to including planning and leading the Youth Program as the Coordinator/Advisor

The Coordinator is the face of, and lead for, faith development for elementary age children. This staff person is responsible for designing programming and classes, leading children's faith development classes, recruiting volunteers to assist with classes and event, performing routine administrative functions, and participating in Sunday worship. The Coordinator works in conjunction with the Family Ministry Team and Minister. Compensation for 2018-19 church year is budgeted at $12,000 annually. Position description below.

To apply: send cover letter and resume via e-mail to: office@channingchurch.org. Put "Family Life Search" in the subject line. Two references will be requested of individuals progressing to interview. Position is open until filled. Resumes will be considered as they are received in order to fill the position as soon as possible.

## FAMILY LIFE COORDINATOR POSITION DESCRIPTION

### Responsibilities

- Articulate a vision and strategy on how Channing Memorial can meet elementary age children's and their families' faith development and fellowship needs.
- Work with volunteers and the Family Ministry Team to develop and conduct programs, events and classes.
- Teach/co-teach elementary age religious education classes.
- Recruit and train volunteers to assist with classes and events.
- Participate in Sunday worship services by providing the Message for All Ages several Sundays a month.
- Meet visitors/guests with children on Sundays when in attendance at CMC.
- Engage in routine administrative functions to include: maintaining supplies inventory; Maintain records of the children and families who participate in the program
- Assist Family Ministry Team and Minister develop and lead family-focused events and parenting classes.
- Provide information about the program via social media to participating families and the larger community.
- Meet with the Family Ministry Team monthly; attend other church committee meetings when needed.

## Qualifications

- Unitarian Universalist (desirable), or a liberal religious focus to personal spirituality and religion. If not Unitarian Universalist, comfortable with Unitarian Universalist principles, values, and worship. Willing to learn about Unitarian Universalism if not currently a Unitarian Universalist
- Strong interpersonal, written and verbal communication skills.
- Energetic, flexible and approachable demeanor and attitude.
- Respectful of children as individuals.
- Knowledge about and experience working with children of diverse intellectual and emotional capabilities and learning styles, including children with Autism Spectrum Disorders.
- Experience recruiting and training volunteers (desirable)
- Comfort with managing and problem solving challenging learning situations; ability to maintain classroom stability.
- Strong ethical character, including respect for personal and professional boundaries and the established confidentiality policies of the church.
- Proficiency with modern communication technology and social media, including understanding of professional, responsible and safe use of such media.
- Highly organized and self-directive.
- Ability to implement program goals and objectives.
- Ability to track and report program data for the purposes of development and growth.
- Ability to follow through on responsibilities, give attention to detail and larger goals, and prioritize work effectively.
- Able to pass criminal back-ground checks

## Hours

Approximately 12 hours a week between approximately August 15 to June 15; Three Sunday mornings a month (4 Sunday in 5 Sunday months); Once a month evening meeting with the Family Ministry Team

## Salary and Benefits

Specific salary will be commensurate with experience and credentials within annually budgeted compensation amounts.
Benefits:

- Standard employer FICA payment
- Time off from approximately June 15 to August 15
- Workman's Compensation insurance.
- 10 federal holidays when they fall on scheduled workdays.
- Up to 12 hours sick leave per year.

## Working Associations

Supervised by: Minister
Coordination with: Youth Program Coordinator
Consultation with: Family Ministry Team