

Children's Ministry Coordinator

Elevation Church is looking to have someone join our team as a staff member responsible for Children's Ministry. This is a part-time position. This contract position would begin as soon as possible and run until August 2023. There is a possibility for this role to extend into a permanent position.

This staff position reports to the Pastoral Team, and has following specific responsibilities:

- **Family & Children's Ministry**
 - Collaborate with Youth Ministry Director to oversee Plan to Protect training of a team of volunteer Children's Ministry leaders
 - Use Planning Center to coordinate volunteer schedules for Sunday School programming and classes
 - In consultation with the Pastoral Team, implement programming for all Sunday morning classes
 - Communicate regularly with classroom teachers, helpers, and parents
 - Recruit volunteers as needed to ensure adequate support to run Sunday morning programming
 - Ensure teachers have the supplies they need
 - In consultation with the Pastoral Team, share resources to aid families in the discipleship of their children

- **General**
 - In case of any COVID-19 related restrictions, make necessary adjustments to regular gatherings and processes to allow for impactful online community

Remuneration:

- \$20/hour, based on a 10 hour work week, paid by-weekly

Benefits & Holidays:

- 3 weeks of vacation annually (prorated by FTE)

What we're looking for in a candidate:

- Skilled at organization and coordination of tasks and volunteers
- Passion for facilitating spiritual development of kids and families
- Someone who can support the mission and values of Elevation Church
- Clear Vulnerable Sector Check



Process:

- Please read the “About Us” section of Elevation’s website to learn more about our Core Beliefs, Key Values and Affiliation.
- Forward resumes by September 26, 2022 to hr@elevationwaterloo.org.
- Applicants selected for an interview will be contacted to set up a time.