

## **Knox Presbyterian Church, St. Thomas**

### Job Description for a Christian Education Co-ordinator and Indoor Playground Position

#### **POSITION SUMMARY:**

The Christian Education Co-ordinator will develop and implement a faithful and dynamic leadership for the children of all ages on Sunday mornings. The Co-ordinator will ensure the program is engaging, relevant and integrated with the life and faith of our congregation. The Co-ordinator will work with the Christian Education Committee to follow the denomination's Leading With Care Policy for the protection of children and vulnerable adults. It is anticipated that this position will be on average 15 hours/week.

#### **DUTIES AND RESONSIBILITIES:**

- Co-ordinate, facilitate and be an active leadership presence on Sunday mornings for Sunday School, review the lesson plan, purchase supplies, find volunteers to teach Sunday School classes and nursery each week and ensure classrooms are tidy (8 hours/week)
- Co-ordinate, facilitate and be an active leadership presence at Indoor Playground once a week and ensure the nursery toys get thoroughly cleaned. (3 hours/week)
- Take on a supportive role and provide leadership for other Christian Education events focused on the children or families as required during the year (e.g. helping at community events, Sundaes on Sunday, Pumpkin Carving, Advent events, Easter events) (1 hour/week)
- Provide leadership for the monthly Jr. Youth Group including developing a program, meal planning, finding volunteers, organizing supplies and notifying the youth. (1 hour/week)
- Meet regularly with Rev. Currie and attend monthly Christian Education meetings (1 hours/week)
- Administrative Duties include: maintaining an updated list of children, send emails, attendance, accident reports, etc. (1 hour/week)
- Co-ordinating and leading a summer faith program (VBS or related activity)

#### **QUALITIES AND REQUIREMENTS**

- A committed Christian faith
- A passion and calling to work with children and parents
- An understanding and appreciation of the Presbyterian Church in Canada, its

theology, practices and ethos

- A knowledge of parenting skills, Christian parenting practices and an understanding of human development
- The ability to build meaningful relationships and mentor children and youth
- The ability to recruit, train and motivate volunteers
- A passion for using music in children's ministry
- Experience working with children
- Experience in Christian camping and retreat programming
- The successful applicant must be able to produce a recent vulnerable persons screening check.
- The successful applicant is required to provide proof of Covid 19 vaccinations recommended by Public Health and endorsed by the Knox Session.

**NOTE:**

- First Aid training is an asset
- One Sunday off per month, in consultation with the minister and being aware that key Sundays attendance will be necessary (Advent, Easter, picnic Sunday)
- The Sunday following Christmas off
- Sundays in July and August off.

**Compensation:** \$21-\$23/ hour based on experience and training.

**To Apply:** Please send resumes and cover letters to Donna Ellis at [donnaellis782@gmail.com](mailto:donnaellis782@gmail.com)

**Deadline for Applications:** July 15<sup>th</sup> 2022.