**Epworth United Methodist Church**

**Earlier Youth Program Coordinator Job Description (Pre K – 6 Grade)**

**Reports to: Pastor, Pastor-Parish Relations Committee**

**Requirements:**

* Committed to Christ and the Church
* Love working with youth
* Have the basics of and have enthusiasm for the Bible and its relevance to daily living
* Show flexibility and tolerance for those of other religious backgrounds including non-Christian faiths and those who have no religious background
* Experience recruiting, training, leading and managing volunteers

**Duties and Ministries:**

* Coordinate youth programs of the Church for Pre-K and elementary age children
* Personally interact with volunteers and develop appropriate relationships with each youth
* Promote program events and opportunities in the weekly bulletin, church newsletters, local media, and social media as appropriate and in a timely manner
* Perform other youth, education and program-related tasks as requested by the Pastor and committees
* Supervise, recruit, and train volunteers to support all early youth programs to include Sunday School, Cherub choir, children’s church, and vacation bible school, ect
* Maintain and update health histories for all youth to include first time guest going to events off church property and obtain parental release for church activities as needed
* Follow all Safe Sanctuary guidelines
* Coordination with Pastor and Late Youth program coordinator to promote youth activities and Worship Services involving youth
* Must be willing and able to cover Late Youth events, activities, and education classes in the absence of the Late Youth Program Coordinator

**Hours:**

* 6 hours per week

**Compensation:**

* Current salary is set at $4,320 per year
* $500 annually for continuing education
* End of the year performance bonus is available

PLEASE EMAIL RESUME AND QUESTIONS TO: epworthUMCresume@gmail.com