**Hope Ridge United Methodist Church**

**Job Description**

**Children’s Ministry Area Coordinator #RidgeKidz Leader**

**Part Time – Exempt Position (September – May) Reports to Pastor**

**#RidgeKidz is Sunday School for children K-5. Classes take place during 10:30 worship. #RidgeKidz operates from September to May on the 2nd, 3rd, 4th (5th) Sundays**

**Basic Requirements**

* + Pass a background check administered by Hope Ridge office.
  + Must possess a genuine and demonstrable love of children.
  + Open to learning and constructive criticism
  + Able to maintain professional conduct and personal practices as found in the Hope Ridge Employee Handbook
  + Ability to sit or stand for extended periods of time.
  + Must be able to crawl, stoop, kneel, or crouch in order to interact with children.
  + Must be mobile to include ascending and descending stairs.
  + Must have reliable transportation.
  + Ability to work independently without supervision.
  + Adherence to Hope Ridge Child Protection and Safe Sanctuary policies.

**Specific Requirements**

* + High School Graduate plus proven experience with children.
  + 2-5 years creating, editing, presenting Christian children’s curriculum.
  + 2-5 years teaching Children’s Sunday School
  + Demonstrated administrative skills.
  + Proficiency with MS Office products; Word, Excel, PowerPoint, Outlook

**Responsibilities**

* + Recruit, train, and schedule volunteers to assist with teaching.
  + Set up, lead session and reset the room.
  + Order supplies and materials as necessary
  + Communicate at least bi-weekly with parents re; scheduling, activities, curriculum, etc.
  + Research and select appropriate Church School curriculum for ages 5-11
  + Work with pastor and Nurture Chair to develop creative and meaningful #Ridgekidz classes and activities.
* Monitor hardware/software needs in the #RidgeKidz ministry area.

**Work Schedule**

* Sunday mornings from 9:30 – 12 noon and special services/holidays as necessary
* Attendance at 8:45 worship, special services as necessary as well as Ash Weds, Holy Thurs., Good Friday, Easter, Christmas Eve, and Christmas day.
* Attend staff meetings as necessary (Zoom or in person)

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