**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)

Revised January 26, 2023 jfs