

**First Presbyterian Church, Sarasota
Position Description**

Children and Youth Coordinator

Job Summary

The primary focus of the Children and Youth Coordinator will be the educational and spiritual needs of the children and youth (birth through high school) of this congregation. This person will coordinate with the Children and Youth Leader and the Education and Formation Committee to plan, lead, and oversee the programs that will help children and youth to learn stories from the Bible, know the beliefs of the Presbyterian Church, create connections within our congregation, participate in worship, and put their faith into action.

Duties and Responsibilities

1. In collaboration with the Education and Formation Committee and the Children and Youth Leader, design and maintain a Christian Education ministry that, through personal relationships, programs, curriculum and activities, will enable children, youth and their families to establish and strengthen a relationship with God, to share God's love and our faith with others, and to grow and develop as disciples of Jesus Christ. A successful ministry will integrate children and youth into the worship, mission, and fellowship of the church; and provide ongoing support to our children, youth, and their families.
2. Organize quarterly planning sessions and develop an annual calendar with the Education and Formation Committee and Children and Youth Leader.
3. Oversee and coordinate the weekly and annual operation of the children and youth Sunday school programs in collaboration with the Children and Youth Leader, including ordering necessary supplies and equipment, such as curriculum; and recruiting and equipping teachers and providing ongoing support to them.
4. Recruit and equip youth advisors. Build relationships with the youth and advisors, organizing regularly scheduled youth activities scheduled at a time other than Sunday morning. This ministry should balance fellowship, study, worship, and service.
5. Plan and lead retreats and mission trips for youth, cultivating an understanding of how God is at work in our lives and preparing youth to be active in a church culture of mission.
6. Schedule and coordinate Vacation Bible School or other summer programming in collaboration with the Children and Youth Leader and the Education and Formation Committee.
7. Participate in the planning and leadership of worship services, creating opportunities for inclusion of children and youth in our services in collaboration with other staff.
8. Coordinate with the Education and Formation Committee to educate all volunteers, staff, session members, and outside agencies that involve children and youth, on the First Presbyterian Sarasota Child Protection Policy annually, and as needed.

9. Partner with other staff for the planning and implementation of special intergenerational and Christian education activities which involve children and youth as leaders and/or participants – Jazz and Pancakes, Pentecost, Advent, etc.
10. Coordinate with an outside agency to provide Nursery staffing. Ensure that these workers are knowledgeable with First Presbyterian Sarasota policies.
11. Participate in weekly staff meetings, monthly Education and Formation Committee meetings, and as needed, meetings with the Children and Youth Leader, the co-moderators of the Education and Formation Committee, and the Head of Staff.
12. Communicate with the parents of children and youth, and the congregation, using all available platforms.

Accountability

- The Children and Youth Program Coordinator reports to the Head of Staff.
- This position works closely with the Children and Youth Leader and the Education and Formation Committee.
- This position is a part-time, non-exempt position with flexible hours – ranging up to, but no more than 25-30 hours per week.

I have read and received a copy of my position description. I understand this position description supersedes any previous version and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee	Date
Supervisor	Date