

JOB TITLE: Child and Youth Program Coordinator | Part-time

Kedron United Church is a 184-year landmark nestled in historically rural North Oshawa and is growing and evolving along with its neighbouring community. The United Church is accepting of all people. To better serve our congregation and neighbours, Kedron is seeking the help of a part time child & youth program coordinator

JOB DESCRIPTION: To work directly with the Minister (and the Sunday School team) to educate children on the values and practices of the United Church's beliefs. This will be done through the implementation of the Sunday School Curriculum, active participation within the Church Community and monthly outreach events. This role is ideal for someone with an entrepreneurial spirit, eager to provide the foundation of weekly Sunday School and bring creativity to monthly events that could range from movie nights, to PA Day Camps or youth excursions to learn about social justice.

PROGRAM SCHEDULE (IN PERSON):

09:30 - 09:45	Set up classroom for activities
09:45 - 10:00	Greet families and children as they arrive
10:00 - 10:15	Participate within the service schedule in the sanctuary and be present and visual for children to observe
10:15	Collect children from the sanctuary and head to the lower hall during the service. Encourage children to participate in classroom activities and lesson (curriculum regarding lesson ideas will be provided – but creativity is welcome and encouraged)
11:00 - 11:30	Greet parents for pick up and join in the refreshment activity

CURRICULUM PREPARATION TIME (REMOTE):

1 hour per week for Sunday School + 10 hours monthly for outreach program coordination, planning and execution. This work can be done remotely or onsite.

RESPONSIBILITIES:

- Plan activities that correspond with the provided curriculum
- Communicate with parents/guardians about current and future events/activities within the Sunday School Program
- Be punctual and reliable within the program
- Evaluate where the children's individual needs may be and adjust to these
- Be comfortable with working within a variety of ages
- Ensure delivery of curriculum, set up of the program, cleaning practices are followed
- Be available for communication with parents/guardians/staff/volunteers outside of program hours (often through email)

JOB REQUIREMENTS:

- Background in Childhood Education/Early Childhood Education or Sunday School Experience is preferred but not required
- An open mind to concepts that focus on acceptance and community inclusion
- A criminal record check with vulnerable sector screening

CONFIDENTIALITY: The Sunday School Educator may be a party to personal or pastoral information. She/he will respect and maintain the bounds of pastoral ministry, and not distribute or disseminate confidential information, except in the interest of child safety.

COMPENSATION: \$22/hr

JOB TYPE: Fixed term contract, 10 months

SCHEDULE: Weekly on Sunday, with monthly outreach on Saturdays, PA days or other school holidays

Send resume to kedronsundayschool@gmail.com