

Job Posting:
Children, Youth & Families Director (Part-Time)
Skyline Church, United Church of Christ, Oakland
<https://skylineucc.org/>

Location: Skyline Community Church, 12540 Skyline Blvd, Oakland, Ca 94619

Position Type: Part-time, approx. 6 - 10 hours/week (+/-).

Sundays, 9:30 am to 12:30 pm on-site; remainder is telecommuting

Level/Salary Range: \$10,400 - \$13,000 per year. \$20 - \$25/hour (D.O.E.)

Please send a cover letter, resume and a list of four references to Personnel Committee @ office@skylineucc.org.

Position Summary:

Skyline Community Church is a progressive, open and affirming, justice-oriented congregation of the United Church of Christ. We are blessed with a beautiful sanctuary, a diverse and talented faith community, and a wonderful preschool.

We are searching for an outstanding, energetic leader who is passionate about children, youth, and families to become an important part of our dedicated staff. We offer a welcoming community, meaningful purpose, and a competitive salary.

The part-time coordinator/leader for our children, youth and family programs of the church will work closely with the pastor to organize, and with members of the congregation to create and implement engaging faith-building programs for children, youth and families, in all areas of church life and in the world.

Functions of position:

I. Coordination of Children's programs:

- Build and nurture children, youth and family programs, including Sunday morning church school and childcare programs.
- Recruit, train, hire, and support children's ministry assistants.
- Use our existing curriculum, with input from children, parents, the pastor and themes related to the church as a whole.
- Provide quarterly teacher training, teach classes as needed.
- Keep in touch with children and families through weekly e-mail newsletter, periodic direct e-mails or phone calls to families, birthday cards, etc.
- Incorporate music, drama, and arts as possible in Children's Church lesson plans.
- Create and lead a child/youth-led worship service 4-6 times a year.

- Coordinate childcare for special events
- Be involved in creating special children and family programs, coordinating with the preschool such as preschool Sunday, Earth day, Easter activities, Christmas pageant, etc.
- Orient visitors and new member families
- Coordinate seasonal activities for children and youth, and families.

II. General staff responsibilities

- Communicate info in monthly newsletter
- Meet regularly for supervision with pastor
- Function as a member of the staff
- Consult and work with Pastor regarding pastoral care issues that may arise as in relation to the children, youth and their families.

Minimum requirements

- Must be available Sunday mornings, 9:30 am – 12:30 pm
- Collegial relationship w/ clergy staff, weekly phone conference with pastor
- Experience working with children and youth, ideally in a church setting
- Good interpersonal communication skills
- Ability to work collaboratively and cooperatively as part of a ministry team
- Be a person of faith with background in basics of Christianity, seminary experience a plus
- Be able to develop a program that promotes fellowship, social justice, service, and Christian community within a context that is fun, respectful, and worshipful
- Have a valid driver's license
- Have a willingness to complete a background check

Desired Qualifications:

- A person of faith with a lifestyle that provides a healthy, faithful role model for children, youth, and young adults.
- Energetic, active and community oriented.
- Experience in ministry – as a teacher, leader, event planner, etc.
- * Demonstrated passion for God, social justice, bias prevention and a commitment to helping children grow both emotionally and spiritually.
- An effective communicator and team-builder
- Creative capacity in music, drama and the arts is a plus!!
- Willingness to undergo a background and reference checks is a must
- Weekday schedule is flexible;
- * Ability to work with volunteers
- Volunteer coordination experience helpful;
- Computer proficiency including comfort with Microsoft Word and Email, searching the internet; strong interpersonal communications skills and good writing skills.

For further information contact:
Nancy Montier Office Manager
Skyline Community Church
12540 Skyline Blvd.
Oakland, Ca 94619
(510) 531-8212
Email: Office@skylineucc.org

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