

First Congregational United Church of Christ, ABQ

POSITION DESCRIPTION: Children, Youth and Family Ministries Director

The Director of Children, Youth, and Family Ministries provides vision, leadership and coordination to enhance our growing programs for infants, children, youth, adults and families. This person will be aware of the unique needs of children, youth, adults and families today and plan programs accordingly. This program will continue the mission of the congregation to Live God's Love, Justice and Inclusion.

JOB DUTIES AND RESPONSIBILITIES:

1. Provide leadership, resources, and training for children, youth, adult and family faith formation including Sunday School and worship, as well as non-traditional activities to help all ages grow on their faith journey.
2. Plan and lead events that attract children, youth, adults and families including mission/outreach opportunities for all ages.
3. Recruit, train, and support volunteers and staff.
4. Supervise the Nursery staff for Sunday mornings as well as other Church events.
5. Publicize events through Church website, Midweek Message, Signposts, Facebook page and other media as appropriate.
6. Assist the pastor in leadership, pastoral care, and working with new members.
7. Other duties as assigned.

JOB SKILLS AND REQUIREMENTS:

1. Commitment to progressive Christianity, which is "characterized by a willingness to question tradition, acceptance of human diversity, emphasis on social justice and environmental stewardship of the earth."
2. Excellent relationship building, communication and social media skills.
3. An understanding of child development and family dynamics. Relates well to all ages. Energetic, creative, flexible, and patient.
4. Undergraduate degree and church experience (preferably on staff, but volunteer experience is valued as well).
5. Ability to organize and lead events. Works well with volunteers.
6. Ability to work independently and with a team.
7. Provide three to five personal and/or professional references.
8. Must pass a background check.
9. Availability to work 20 hours per week including some nights and weekends. Sunday mornings are required; otherwise, hours are flexible.

Salary is \$20/hour. Reply with letter of inquiry and resumé to childrenyouthfamily@gmail.com.
Closing date: August 31, 2018.