

HOPE RIDGE UMC  
9870 Johnnycake Ridge Road \* Concord, Ohio 44060

**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 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> (5<sup>th</sup>) Sundays

\$500.00 per month ( Sept. - May )

**Basic Requirements**

- o Pass a background check administered by Hope Ridge office.
- o Must possess a genuine and demonstrable love of children.
- o Open to learning and constructive criticism
- o Able to maintain professional conduct and personal practices as found in the Hope Ridge Employee Handbook
- o Ability to sit or stand for extended periods of time.
- o Must be able to crawl, stoop, kneel, or crouch in order to interact with children.
- o Must be mobile to include ascending and descending stairs.
- o Must have reliable transportation.
- o Ability to work independently without supervision.
- o Adherence to Hope Ridge Child Protection and Safe Sanctuary policies.

**Specific Requirements**

- o High School Graduate plus proven experience with children.
- o 2-5 years creating, editing, presenting Christian children's curriculum.
- o 2-5 years teaching Children's Sunday School
- o Demonstrated administrative skills.
- o Proficiency with MS Office products; Word, Excel, PowerPoint, Outlook

**Responsibilities**

- o Recruit, train, and schedule volunteers to assist with teaching.
- o Set up, lead session and reset the room.
- o Order supplies and materials as necessary
- o Communicate at least bi-weekly with parents re; scheduling, activities, curriculum, etc.
- o Research and select appropriate Church School curriculum for ages 5-11
- o Work with pastor and Nurture Chair to develop creative and meaningful #Ridgekidz classes and activities.
- o Monitor hardware/software needs in the #RidgeKidz ministry area.

**Work Schedule**

- o Sunday mornings from 9:30 – 12 noon and special services/holidays as necessary
- o Attendance at 8:45 worship, special services as necessary as well as Ash Weds, Holy Thurs., Good Friday, Easter, Christmas Eve, and Christmas day.
- o Attend staff meetings as necessary (Zoom or in person)

To apply or for more information email; [hopeoffice@hoperidge.com](mailto:hopeoffice@hoperidge.com)