

# Sunday School Coordinator

## Immanuel Lutheran Church

The Sunday School Coordinator's work will be based in conducting ILC's mission: **To welcome, accept and encourage all people as we follow Jesus.** The goal for the Coordinator is to provide a sustainable faith education program for youth at ILC. The Coordinator works in conjunction with the pastors, staff, and Faith & Wisdom Committee. The goal of this position is to guide the faith development of children (Pre-K-5th) by partnering with them, their families, and other church members to coordinate Sunday School using scripture, curriculum, prayer, community-building fun, and teaching in the tradition of ILC.

**Primary Job:** Provide leadership and coordination for children's Sunday School program (aged preschool-6th grade).

### Specific Responsibilities:

- Coordinate the Sunday morning education program for preschool through 6<sup>th</sup> grade
- Build positive relationships with youth and their families, providing support, encouragement, and mentorship in their faith journey.
- Develop the framework for the program (curriculum).
- Obtain supplies as needed (reimbursement allowance)
- Recruit and schedule volunteers
- Assist in training and equipping adult volunteers to deliver Sunday School program.
- Ensure safety protocols and standard practices in regard to working with minors (background checks, emergency response protocols, etc.).
- Coordinate and communicate with staff on regular basis about plans and activities
- Communicate about the Sunday school program with the congregation, specifically parents and youth, through the church newsletter, the church website, social media, and other means.
- Regularly be present during Sunday school to ensure consistency for students and volunteers
- Assist with Vacation Bible School and Kids Christmas Program
- Other duties as assigned

### **Qualifications:**

- Personal belief that God's call is for all people
- Excellent communication skills with people of all ages
- Ability to recruit, organize and equip volunteers
- Excellent organizational and coordination skills
- Experience in education is preferred, not required

### **Working Conditions:**

- Requires attendance at ILC on most Sundays
- May require evening and weekend hours for meetings and Sunday School activities
- Flexibility in hours worked throughout the week, depending on needs
- Reports to the Pastor

### **Terms of Employment:**

- The position is for an average of 5-8 hours per week, and varies depending on season.
- Range of \$20-22 an hour range, depending on experience
- A current cleared (within the past 6 months) background check through ILC required.
- CPR and first aid certification (within 1 year of hire, ILC to fund)
- Part-time employee with no benefits.
- Start date to be negotiated with successful applicant.

### **To Apply:**

Please send a letter of interest with details of why you are a good fit for this position; along with three reference contacts, to Immanuel Lutheran Church via email or mail. A resume or CV is also encouraged.

**Email:** [office@immanuelsilverton.org](mailto:office@immanuelsilverton.org)

**Mail:** 303 N. Church Street, Silverton, OR 97381

**WELCOME. ACCEPT. ENCOURAGE**

