

Title: **Children's Programming Coordinator**

Reports to: Director of Youth and Family Ministries

Works with: Curriculum Committee, Countryside Staff and members, Volunteers

Employment Status: Part-time hourly; averages 20 hours per week; Sunday and some evening work required

Job Description:

The Children's Programming Coordinator will provide logistical support and guidance for the Pre-K through 6th grade programming. This person will work with church staff and adult church members to facilitate progressive Christian educational programming that reflects the mission, beliefs, and practices of Countryside Community Church, in a safe and secure environment.

Over the summer months, position hours may vary based on planned activities, for example, VBS-like programming hours may exceed 20 hours/week however, the schedule will accommodate weeks with zero hours/week to maintain average of 20 hours/week.

Responsibilities:

The Children's Programming Coordinator will coordinate the logistical aspects of Children's Programming activities and events, and participate in development of curriculum that aligns with Countryside Community Church's mission and beliefs.

Organizational Responsibilities:

- Attend monthly meetings of Board of Christian Education (BOCE)
- Attend monthly meetings of Youth and Family Ministries department
- Attend weekly Curriculum Committee meetings
- Recruit adult Countryside volunteers to participate in teaching and leading student groups (in partnership with the Director of Youth and Family Ministries)

Administrative Responsibilities:

- Assist in maintaining lists of current Children's Programming participants and families, updating family information as necessary
- Maintain accurate attendance numbers for Children's Programming activities and events through our Touchpoint member management software
- Follow and successfully administer the church Safe Sanctuary Policy for all children's programming activities

- Provide accurate weekly communication with families regarding Children's Ministry activities, programming, and events

Qualifications and Characteristics:

- Preferred 2-5 years experience working with grade-school aged children
- Position requires physical activity—lifting up to 35lbs, walking, etc.—however, accommodations can be made
- Demonstrate ability to work with volunteers, boards, and committees

About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska as the Christian partner of the Tri-Faith Initiative.

What we believe: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap - if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.