

## **JOB DESCRIPTION – CHURCH SCHOOL COORDINATOR**

*Stanley Congregational Church, U.C.C, a progressive, Open and Affirming congregation located in Chatham, New Jersey, has an opening for a part- time Church School Coordinator.*

Coordinator's duties include, but are not limited to, the following:

### **CHURCH SCHOOL**

**Manage the Church School curriculum (grades K – 8), with the support and partnership of the Christian Education Department, including the following activities:**

- Recruit Members as Volunteer Teachers, prepare Teacher training/preparation material, make copies of lesson plans for Teachers' use
- Select topics for weekly classes and adapt curriculum as appropriate
- Research/order/prepare material for Teachers' use in leading classes, through techniques such as arts & crafts, games, videos, computer resources, art/music, storytelling, etc in accordance with the approved CE department budget.
- Set up classrooms, post directional and informational signs, ensure that classrooms are straightened at end of school sessions
- Teach periodic workshops or one-room schoolhouse lessons
- Write articles for monthly Church publication, STAR
- Read, research, share timely topics regarding Church School techniques, latest thinking, etc. with Christian Education Department and Teachers
- Generate and share creative ideas and activities for Church School Teachers and students to follow
- Keep thorough records and files of all lesson plans and classroom materials for future use and reference
- Keep thorough attendance records and track enrollment
- Coordinator will report to Senior Minister.
- Position is a 10 month commitment (September – June , allowing for some prep work in August)
- Position not to exceed 15 hours per week

### **CHURCH LIFE**

**Church School Coordinator is expected to participate in these aspects of Church life:**

- Department and Board Meetings (Twice monthly, evenings)
- Staff Meetings (Monthly, daytime)
- Church events & programs (Occasional, usually Sundays)
- Sunday Mornings Service and School (Weekly, except Summer)

### **QUALIFICATIONS REQUIRED:**

- Positive attitude and ability to deal with people of all ages (children and adults)

- Prior teaching experience
- Prior experience in Christian Education/UCC teachings preferred
- Strong organizational skills
- Strong communication skills
- Flexibility to easily respond to unanticipated circumstances
- Ability to lead and motivate volunteers to accomplish shared goals

Salary commensurate with experience.

Please be prepared to provide 3 references and a background check will be completed.