

UNITED MENNONITE CHURCH (UMC) JOB DESCRIPTION

Position Title: KIDS CLUB COORDINATOR

Reporting To: UMC Council and Lead Pastor

Hours of Work: 5 hours per week – Sept 2025 to June 2026.

Salary: \$20 - \$25 per hour (based on experience)

Preamble

The Kids Club Coordinator will be committed to ministering to children ages 6-12 in the church and community. S/he will demonstrate a growing relationship with Jesus and a desire to love children. S/he will understand and agree with a contemporary understanding of Anabaptist theology. S/he will be gifted in the areas of working with children and building relationships among families. UMC states no gender preference.

Ministry Duties:

- Establish and lead a weekly kids club during the school year that incorporates Bible teaching and fun activities.
- Build relationships with children at UMC and in the community.
- Recruit, support, and ensuring training of volunteers and teachers.
- Support children and leaders with affirming teaching and prayer.
- Ensure the ordering and management of supplies, resources, and snacks.
- Develop an annual schedule of teaching themes and activities, making special considerations for Christmas, Easter, Mother's Day, etc.
- Maintain communication with parents and the congregation regarding upcoming events through email, texting, and social media.
- Work with the Youth Ministry Coordinator to plan participation in joint events and presentations when appropriate (Christmas, VBS, Community Outreach, etc.)

Administrative Duties:

- Report on activities to the Lead Pastor and Council once a month.
- Update social media and church bulletin regarding ministry updates.
- Maintain the "SAFE CHILD PROGRAM".
- Keep appropriate records while ensuring the security of confidential documents.
- Maintain a weekly record of work hours and expenses.
- Provide an up-to-date Criminal Record Check as requested.

To apply, please submit your resume and a cover letter to office@umcbc.ca
Application deadline: Sept. 1, 2025