

## Glenview: Children's Education Coordinator (Part Time)

The mission of the Glenview United Methodist Church (membership 428, average attendance 145) is to be "a supportive, multigenerational, faith community, that encourages positive change in people's lives by connecting with God through Jesus Christ, connecting with each other, and compassionately connecting with the world". The church is a Reconciling Congregation with a strong community presence. The congregation is culturally and generationally diverse and is highly mission oriented.

The congregation seeks a Children's Education Coordinator who will administer Glenview's Sunday School program.

More information can be found at: [glenviewumc.org](http://glenviewumc.org)

### Job Expectations:

1. Manage Sunday School program including planning curriculum, recruiting volunteers, and teaching classes (grades pre-school – 5<sup>th</sup>)
2. Teach Sunday School classes during Summer and as needed throughout the year
3. Organize, maintain and order Sunday School supplies
4. Communicate weekly with Sunday School volunteers and families
5. Develop and maintain relationships with Sunday School families
6. Present Children's time during Sunday worship service once per month
7. Coordinate children-led worship services (e.g. Annual Christmas pageant) including directing K-5<sup>th</sup> grade children and recruiting parent volunteers
8. Coordinate Nursery care during Sunday church services (paid caregivers)
9. Report to and coordinate programs with Director of Youth, Children and Family Ministries
10. Expected hours: 8-10 hours per week including Sunday mornings

### Other Responsibilities:

1. Attend weekly worship services and/or family-oriented events/programming
2. Assist in organizing and coordinating other events and programming including Annual Rally Day, Trunk or Treat, Easter Egg Hunt, and family-orientated service projects

### Qualifications

1. Ability to work independently under a flexible schedule
  2. Strong organizational skills
  3. Experience recruiting individuals for volunteer opportunities (preferred)
  4. United Methodist Church background (preferred)
- Candidates considered for an offer of employment will be required to pass a background check. Interested candidates can submit their resume to [echoi@glenviewumc.org](mailto:echoi@glenviewumc.org)