

IMMANUEL UNITED METHODIST CHURCH

Sunday Kidz Club Leader

(job description updated 5/2023)

Position Summary:

The Sunday Kidz Club Leader serves under the direct supervision of the Pastor and is responsible for the development and implementation of Christian-focused activities/programs designed for the spiritual growth of our youth from kindergarten through 6th grade. This position will run from the Sunday after Labor Day through the first Sunday of June. It is estimated to involve a time commitment of 3-4 hours per week including mandatory attendance during scheduled church services on Sundays.

Qualifications:

- a. The Sunday Kidz Club Leader shall have an active Christian faith which forms her/his life and ministry, and an understanding of the vital role this position plays in Immanuel Methodist Church's achieving its goals.
- b. The ability to prepare electronic and paper documents and reports in a timely and accurate manner.
- c. Familiarity with computer and internet technology
- d. Proficient written, verbal and presentation skills
- e. Pleasant and responsive communication skills
- f. Possess the ability to work independently
- g. Excellent organizational skills and the ability to adapt to change quickly with creativity, composure, and flexibility.

Duties:

Programming:

Develop, Coordinate, Supervise, and Implement the Sunday Kidz Club program for grades K through 6th grade offered during the 10:00 AM Sunday worship service.

Resource and Support:

- a. Research materials for curriculum recommendations and coordinate the ordering of supplies and teaching materials
- b. Facilitate the recruitment of volunteers for Kidz Club activities when needed

Communication:

- a. Develop and keep current a record-keeping system for all relevant data related to the Sunday Kidz Club activities and programs.
- b. Submit relevant informative articles for the monthly newsletter
- c. Utilize the church's website to help inform others as to the educational opportunities, youth-related missions and activities that the Sunday Kidz Club has to offer.
- d. Communicate regularly with youth, parents, and congregation concerning relevant activities.
- e. Submit reports to the Pastor, SPRC, and church Administrative Council as requested
- f. Regularly attend and participate in staff meetings as scheduled by the Pastor

Other:

- a. Any other youth education-focused activities as may be requested by the Pastor from time to time