

January 29, 2024

**The United Church in Meadowood
Christian Education Coordinator
Part-Time Position**

The United Church in Meadowood (UCiM) is an active congregation located in south St. Vital in Winnipeg. We are a welcoming and diverse group of people within an affirming, inclusive, seven-day-a-week church working to make a difference in our wider community. At UCiM there's something for everyone, no matter the age.

Position Description

The Christian Education (CE) Coordinator is responsible for coordinating faith-based programming and fun, innovative activities for children and youth. Through encouraging participation, the CE program will lay a foundation that will keep individuals and families involved in the church. The Coordinator is accountable to the Ministry & Personnel Committee and works in collaboration with the Minister, Christian Education (CE) Committee, UCiM staff and volunteers.

Duties and Responsibilities

- Work with Minister and CE committee to determine appropriate programming
- Plan, develop and coordinate child and youth programming
- Assist with the implementation of Baptism, Cradle Roll, Talking Teens, Confirmation, Messy Church and Camp Meadowood (UCiM's summer camp)
- Participate in the recruitment, training and overseeing of volunteers for CE programs
- Be a visible, active presence in CE programs and activities
- Establish and maintain positive relationships with families to keep them informed and encourage participation
- Administer UCiM's Duty of Care policy, including volunteer/leader training, and record checks
- As an ex-officio member, attend meetings of the CE Committee

Knowledge, Skills and Experience

- Be familiar with, and comfortable exploring/explaining, the beliefs and teachings of the United Church of Canada (UCC)
- Demonstrate a strong personal Christian faith that upholds the beliefs and values of the UCC
- Post-secondary training in child education or 2 years of equivalent work experience
- Experience leading activities for children, youth and families
- Strong leadership skills
- Effective organizational, project planning and implementation skills
- Experience recruiting, encouraging and managing volunteers and/or employees
- Budget preparation and maintenance of accurate financial records
- Ability to work both independently and collaboratively
- Excellent interpersonal skills to successfully interact with all ages
- Strong communication skills, including an understanding and ability to work with computer applications and social media

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CONTRACT DETAILS

- Start Date: TBD
- Part-time 12-month position, renewable annually
- Average of 14 hours per week, with flexibility
- As an employee of the Church, is entitled to pension and benefits through The United Church in Canada
- Requires attendance at UCiM most Sundays between 9:45 a.m. and 12:00 p.m.
- Subject to the provision of a Criminal Record Check and a clear report from Child Abuse Registry Check
- UCiM is an Affirming Congregation, and a successful applicant must support UCiM's position of acceptance of cultural diversity and the LGBTTQ2S+ community.