

Center for Spiritual Living

Job Description

Title: Youth and Family Ministries Staff Support Position - Part Time/Temp 10-15 hrs/week

Reports To: Manager of Youth and Family Ministries Posting Date: Nov.6th, 2012

Job Summary: Support the Center for Spiritual Living congregation in providing programs for children, youth and families in their pursuit of living from Spirit.

I. Essential Functions

1. Work, in conjunction with Manager of Youth and Family Ministries and volunteer teaching team, to help create, organize and prepare for age appropriate, spiritually based curriculum for all ages in Sunday morning programs, special events and camp programs.
2. Serve as Lead Childcare Staff/Teacher, on Sundays, working with infants through 6 years old.
3. Help organize and maintain classroom for safe, orderly and efficient usage by all programs that utilize the space.
4. Provide logistical support for High School and Middle School programs, including school social activities, service projects, communications regarding teen local and regional camps, and fund raising activities.
5. Maintain Youth & Family Ministries fundraising tracking records.
6. Communicate and collaborate with the Lead Teen Advisor to obtain all necessary paperwork from participants in various events.
7. Assist Manager in recruiting, training & scheduling of all volunteers for all YFM programs.
8. Maintain a positive and collaborative relationship with staff, families and volunteers.
9. Assist Manager with children & family centered special events.
10. Provide ongoing record-keeping pertaining to Middle School and Teen Programs.
11. Assist Manager in the planning and logistics of Seabeck Family Camp Youth program.

II. Other Functions

1. Work as an administrative support person to Manager of Youth and Family Ministries, including coverage for Manager when out on a Sunday.
2. Perform other duties as requested by Manager.
3. Participate in staff meetings as requested.
4. Work cooperatively with all staff members, ministers and congregants.
5. Other duties as needed to support team effort on church projects.

III. Qualifications-Required

1. A.A./B.A, preferably in Liberal Arts, Education or Social Sciences
2. Two years experience working with child-centered education or not-for-profit organizations, as an employee or volunteer.
3. Experience in working directly with youth, infants through 18 years of age.
4. Completion of Foundations or Beyond Limits (or willing to acquire within 6 months of hire).
5. Infant/Toddler first aid/ CPR (or to be acquired within 30 days of hire)
6. Completed Criminal Background check

IV. Qualifications -Preferred

1. Two years coordination, recruiting and working with Volunteers.
2. One year experience teaching in a spiritually based program, ideally in CSL.
3. Experience/training in Montessori or Reggio style of education.

Any equivalent combination of experience and training that provides the knowledge/skills and abilities will be considered.

V. Knowledge/Skills/Abilities

1. Have a deep commitment to the well being of all children
2. Excellent computer skills and strong working knowledge of MS Windows, MS Office, Excel.
3. Detailed, highly organized, self-motivated and reliable.
4. Team player attitude with excellent communication skills.
5. Demonstrated ability to work successfully with substantial degree of independence.

VI. Working Conditions

Need for flexibility and ability to do a large variety of tasks.

Work schedule: TBA (8-15 hours per week on average)

Sunday Shifts required

Evening shifts may be required on occasion.

May be scheduled to work youth and family camp.

VII. Compensation Package

Starting pay \$10-\$12 per hour depending upon experience.

If interested in position, please email cover letter and resume to:

Deanna Freeman, RScP, Manager of Youth & Family Ministries
DeannaF@SpiritualLiving.org.