



COMMUNITY
United Church of Christ
BOULDER, CO

Progressive Christian Church in South Boulder seeks a Coordinator for Children's Programs.

Community United Church of Christ (CUCC) is looking for an individual to join our team. CUCC is a progressive Christian church, connected to the United Church of Christ. Located next to Bear Creek, our beautiful building and grounds provide a peaceful work location. We are based in South Boulder, but our community includes people from all over Boulder County and beyond. Since its founding in 1966, the congregation has been about love and justice inside and outside of our walls. We are an Open and Affirming, Peace with Justice church focused on earth action, the gun disarmament movement, dismantling racism, supporting migrants and refugees and more.

Hours and Rate: 15 hr/wk \$30/hr August through June. Present from 10 - 12 on Sundays to coordinate the programs for children and youth. Staff meeting on Thursdays. Preparation during the week. Hours must be documented.

Benefits: Two weeks PTO (based on 15 hours per week), paid sick leave through the state accrues at 1 hour for each 30 hours worked, option to sign up for the Secure Savings Plan through the State of Colorado.

Primary Responsibilities:

- Support Sunday morning programming and meet with the Lead Pastor to ensure that the plan aligns with the worship theme.
- Regular communication with the Lead Pastor, parents, volunteers, as well as the larger church community as needed to keep the program thriving.
- Preparation may involve: reviewing curriculum materials, developing plans, preparing necessary supplies and assuring that volunteers are given materials and instructions.
- Coordinating volunteers who work with the children and youth.
- In addition, overseeing all of Sunday morning programming, as well as facilitating one of the age cohort lessons.

Essential Skills and Experience:

- Experience working with children and youth from 2-18 years of age
- Strong attention to detail
- Good communication skills
- Prompt response to email, voicemail and text
- Previous experience and proficiency with
 - Google Drive tools, including Docs, Sheets and Calendar
 - Email for communicating with families and the larger church community
 - Planning learning experiences and activities

Desired:

Previous experience with

- Recruiting and supporting volunteers
- Managing registration forms and maintaining confidentiality
- Social media promotion of activities