

**The Presbyterian Church of Jackson Hole**  
**Job Description**  
***Children's Ministry Coordinator***

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**A. Title: Children's Ministry Coordinator**

**B. Summary and Purpose of the Position**

Our vision is to see lives being transformed in Jesus Christ. Our mission is to be a community, rooted in Christ, reaching out in love. The Children's Ministry Coordinator will work to fulfill this vision and mission through the PCJH Children's Ministry.

The Children's Ministry Coordinator will lead, initiate, plan, manage, and supervise all PCJH Children's Ministries, with exemption to the Little Lambs Preschool. He or she will prayerfully disciple and lead the children, parents, and volunteers by equipping them to grow deeper in their relationship with Jesus Christ.

**C. Qualifications:**

- A love for God through Jesus Christ with a constant commitment to growing spiritually.
- Ability to fully support the Vision and Mission of PCJH.
- Model Christ-like servant leadership.
- Strong teaching, planning, and training skills and has the necessary skills/professional abilities to fulfill this job.
- Demonstrates flexibility, organization, and the ability to multi-task and manage administrative details including budgets, registration, billing, and hiring and training of staff.
- Meet minimum ACA and/or State requirements for all programs included in our accreditation and/or license.
- A sense of fun and adventure that lends itself to working with children.
- Commitment to identifying, encouraging, and developing volunteers in ministry.
- Able to work well with others and be a team partner.
- Diplomatic, productive, and positive people skills.
- Effective communication skills and writing skills.
- Ability to motivate and empower people (staff and volunteers).
- Sensitivity for meeting the needs of the congregation.
- Able to always maintain confidential information and discretion.
- Ability to work in and manage electronic media and communications.
- Gifts of teaching, leadership, encouragement, shepherding, and wisdom.

**D. Responsibilities**

General Children's Ministries

- a. In partnership with the Children's Ministry elder and team, develop age-appropriate teaching and programming for Sunday school.
- b. Oversee the implementation of a Christian curriculum for programming.
- c. Create and oversee all "Milestone Ministries" for children/students at PCJH.
- d. Develop additional programming that connects with families and the Teton/Jackson Hole community. (ex. Parents' Night Out, Christmas Pageant, Trunk or Treat, Movie Nights, family fellowship, mission involvement, etc.)
- e. Oversee, recruit, train, and supervise all volunteers in Children's Ministries.
- f. Schedule, plan, and lead meetings with leaders for ministry, including working alongside the PCJH Children's Ministry Elder overseeing the CM Team.

- g. Intentionally engage and encourage the children, equipping them to take the next step in a relationship with Jesus Christ.
- h. Create ministry annual budget needs for the submittal and inclusion into the overall church budget.
- i. Manage financial needs and expenses to ensure compliance with the ministry's annual budget.
- j. Assist with daily program operations as needed.

#### After School Adventures

- a. Plan, develop, implement, and oversee the after-school programs for children in the Jackson are.
- b. In coordination with personnel policies, hire, train, and supervise all paid and volunteer staff.
- c. Ensure implementation of Safe Church policies.
- d. Manage all related phone calls, mail, email, office traffic, files for ASA
- e. Create and manage the budget for ASA programs and ensure proper financial management.
- f. Continue to create and maintain the comprehensive Resource Manual for ASA.
- g. Gather & maintain necessary paperwork for children and staff for all ASA and church required documentation.
- h. Ensure background checks, driver's licenses, insurance, and continuing education for volunteers and staff.
- i. Follow all PCJH transportation guidelines and policies for transporting children.

#### Overall Church Programs

- a. Coordinate with other ministries to integrate the vision and mission of PCJH.
- b. Lead and motivate ministry communication with children, parents, volunteers, and leaders to ensure high quality communication and processes.
- c. Actively engage and participate in the church life as a leader and as a program staff member, e.g. attend worship, participate in all church activities, etc.
- d. Actively engage and participate with the other staff as a partner in ministry.
- e. Oversee and supervise all resources and supplies for all children's ministry programs including Sunday School, summer camp, after-school program, and special events.
- f. Ensure all staff follow the guidelines in PCJH's Safe Church Policy.
- g. Lead other duties as assigned or as arise.

#### JOY Summer Camp

- a. Plan, develop, implement, and supervise the JOY summer camp programs for children in the Jackson area.
- b. Plan summer camp schedules and programs by intentionally partnering with Jackson's unique community resources, non-profit organizations, and amazing recreational opportunities.
- c. In coordination with the pastoral staff, hire, train, and supervise all paid staff for after school and summer camp programs.
- d. Manage all related phone calls, mail, email, office traffic, files for JOY Summer Camp (JOY).
- e. Create and manage the budget for all JOY programs and ensure proper financial management.
- f. Continue to create and maintain the comprehensive Resource Manual for the JOY program.

- g. Maintain all American Camp Association (ACA) accreditation requirements: work with all staff (paid and volunteer) to manage ACA requirements, being prepared for inspections, and ensure compliance with all required safety requirements.
- h. Manage all registrations for JOY program and ensure accurate records, billing and collection according to the policies of PCJH.
- i. Gather & maintain necessary paperwork for children and staff for all JOY and church required documentation. Ensure background checks, driver's licenses, insurance, and continuing education for volunteers and staff.

**E. Supervision**

The Children's Ministry Coordinator for will report directly to the Associate Pastor and is responsible to the Head of Staff and Session of PCJH.

**F. Training and resources**

- a. Attend workshops or conferences related to Christian Children's Ministries, improving the effectiveness and depth of the ministry.
- b. Develop networking relationships with Children's Ministries in other churches similar to PCJH.
- c. Capitalize on continuing education opportunities.
- d. Be an active participant in the Systems of Education of Jackson Hole

**G. Accountability**

As with all staff, the Children's Ministry Coordinator is accountable to Jesus Christ who is head of the church and to the congregation through the Session of PCJH and its Personnel Team.

The Children's Ministry Coordinator is a full-time position, ordinarily Sunday through Thursday, with occasional special events on other days.

**H. Compensation and Benefits**

Based on education and experience, the Children's Ministry Coordinator will be compensated with a competitive salary. Full time employees receive holiday pay, vacation days, and sick days. The position offers full medical (excluding dental) for self, death and disability, and 50% medical for spouse and dependents. Options for flex spending for child care and medical supplement are available. A matching 403-B plan is also available for retirement planning. The Children's Ministry Coordinator receives 50% discount on all children programs for their direct dependents (i.e. After School Adventures, JOY Summer Camp and Little Lambs Preschool.)