**Position Title**

Coordinator of Children & Youth Faith Formation

**Approximate Start Date**

08/03/2020

**Organization**

Broadmoor Community Church, UCC

**Organization Address**

315 Lake Ave
COLORADO SPRINGS, CO 80906

**Organization Website**

[www.broadmoorchurch.org](http://www.broadmoorchurch.org/)

**Email**

acubbage@broadmoorchurch.org

**Organization Phone**

719.473.1807

**How would you like to receive an application?**

Please email your resume, cover letter, and 3 references to Rev. Anne Cubbage at acubbage@broadmoorchurch.org

Position Information

**Position description**

Coordinator of Children & Youth Faith Formation is a part-time non-exempt staff position (20-25 hours/week August - May with reduced hours the remainder of the summer). It includes Sunday mornings and some evening meeting &. reports to the Senior Pastor.

General responsibilities & tasks: ●Administer creative, age-appropriate Church School activities for grades preK-5th and meaningful youth programs, including fellowship, worship, and service opportunities for grades 6-12. ●Help teach Sunday morning Church School and be the on-site resource person. ●Identify, recruit, and train leaders for Church School, Summer programs, and Youth Ministry. ●Help implement Safe Church policies. ●Keep accurate records of attendance, expenses, and supplies and submit regular reports as requested. ●Communicate in a timely manner with the Church School families and the broader church.

Education/qualifications: ● A person of faith who exhibits commitment to the Church; nurturing the spiritual needs of children & youth; an ecumenical/inclusive outlook; and is supportive of UCC values. ● Strong leadership, organizational and communication skills (written and verbal). ● Bachelor’s degree and experience in Christian education leadership roles preferred (w/o degree, candidate will be asked to take classes to further their education) . ● Must have the ability to transport children to and from events, off-site excursions, and/or to seek medical attention when/if needed. ● Shall hold current certification in CPR (BLS) and First Aid.

**Pay Rate**

$26,000 - $32,500

**Pay Period**

Annual Salary