

# Children, Youth & Family Coordinator

## State Street United Methodist Church

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### ◆ Position Overview

State Street United Methodist Church seeks a passionate, experienced, and Spirit-led Children, Youth & Family (CYF) Coordinator to nurture and grow our ministries from cradle through graduation. This full-time role calls for a servant-hearted leader who will build authentic community, champion Christian formation, and inspire the whole church family — children, youth, families, volunteers, and staff — to share God's love with each other and the world.

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### ◆ Qualifications & Requirements

#### Required:

- Active Christian faith with a genuine love for children, youth, and families
- Demonstrated experience with Christian education programs
- Proven ability to recruit, build, and sustain a team of volunteers
- Strong organizational and communication skills with the ability to plan ahead and manage multiple programs simultaneously
- High emotional intelligence and exceptional interpersonal skills with children and adults alike

#### Preferred:

- Degree or formal training in Christian Education, Ministry, Social Services or a related field
- Experience developing or growing a children's/youth department
- Knowledge and experience with The United Methodist Church
- Knowledge of Trauma-Informed Care and behavior management strategies in group settings
- Musical and/or drama experience, (or willingness to learn and incorporate)
- Background in family ministry and engagement with the whole family unit in church life

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### ◆ Key Responsibilities

- **Christian Formation & Teaching:** Plan, develop, and lead Christian education experiences for children and youth from cradle through graduation with focus on how to live faithfully in today's world.
- **Program Leadership:** Oversee and execute CYF ministry programs.
- **Volunteer Recruitment & Development:** Actively recruit, train, encourage, and retain volunteers.
- **Family Engagement:** Develop strategies to bring the whole family unit into the life of the church and grow participation across all age groups.
- **Safe Sanctuary Compliance:** Uphold and model Safe Sanctuary rules and child protection policies.
- **Collaboration with Staff:** Function as a team player alongside pastoral staff, musicians, and ministry leaders — contributing to the shared mission of the church.

- **Growth & Vision:** Set goals to grow CYF ministry, track results, and celebrate progress with the congregation.
- **Administrative Coordination:** Maintain organized program schedules, volunteer rosters, curriculum calendars, and communication plan.

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## ◆ Compensation & Benefits

Compensation: \$35,000–\$60,000/year, based upon education and experience.

### Benefits:

- Individual Health and Dental Coverage — Employer pays 100% of premium
- Retirement contribution of up to 6% with employee match (through United Methodist pension program)
- Training opportunities in best-practices
- Paid Time Off (5 days after 6 months then 17 days starting in 2nd calendar year)
- Observed holidays (7 observed plus 2 floating)
- Some schedule flexibility and work-from-home options (except for Sundays and program days)
- Positive and welcoming work environment with a team atmosphere

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## ◆ Why This Role Matters

The CYF Coordinator is not simply a program manager — this person is a spiritual investment in the next generation of the church. The ideal candidate will bring demonstrated program growth, a heart full of God's love, and the energy and creativity to meet children, youth, and families exactly where they are — and walk alongside them as they grow in faith from cradle to graduation and beyond.

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*State Street United Methodist Church • Equal Opportunity Employer – All candidates must complete Safe Sanctuary training and background check prior to employment.*