

COORDINATOR OF CHILDREN & FAMILY PROGRAMS
POSITION DESCRIPTION
FIRST UNITARIAN CHURCH OF OMAHA, NEBRASKA
Last Updated 12-8-24

Title: Coordinator of Children & Family Programs

Goal: To coordinate, plan, organize, staff, keep records of and evaluate First Unitarian Church's programs and ministries for children and families.

Reports to: Minister

Hours and schedule: 20 hours per week on average

Salary: \$22,888

Benefits: paid holidays, vacation and sick leave; ability to enroll in high-quality group health insurance plan; ability to participate in retirement plan, with employer contributions at 10% of salary, in addition to any employee contributions

POSITION PURPOSE

The Coordinator of Children & Family Programs (Coordinator) supports programming and community-building for children, youth, and families. They coordinate and supervise weekly Sunday morning class curricula and teachers as well as ensuring the nursery is staffed, and coordinate activities at other times. They also work with the Minister, Religious Education (RE) team(s), staff team, and leadership to ensure that the needs of families are centered in the overall operations of the church. The Coordinator of Children & Family Programs is accessible to constituents and communicates throughout the week with families, volunteers and staff members.

CORE COMPETENCIES

Accessibility: Available and welcoming to people of all ages, both in and out of the church, who wish to participate and learn about the program and its activities.

Organization and Planning: Organizes information and schedules to accomplish the periodic and emerging needs of the program. Asks for support.

Trust and Integrity: Is widely trusted to keep confidences, admit errors, and maintain and respect boundaries.

Rooted: Committed to and knowledgeable of the Church's vision and mission and Unitarian Universalist values.

Collaboration and Relationality: Creates and appreciates opportunities to brainstorm, make decisions, and carry out tasks with others, openly negotiating responsibility.

Responsiveness and Flexibility: Maintains open channels for feedback, adapting to new information and changing needs. Takes initiative to develop new skills both autonomously and in cooperation with others.

Conflict Management: Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity. Can practice self-differentiation when faced with strong opinions.

PRINCIPAL RESPONSIBILITIES

Care for families: Knows and stays in touch with families in the congregation; promotes linkage to other ministries as well, including the church's caring ministry.

Program development, implementation, and evaluation: Assesses programs and curricula in order to implement what is needed by participants in our programs.

Coordination: Oversees age-appropriate activities for children from birth to age 18.

Engagement: Actively seeks and supports volunteer participation and opportunities for intergenerational relationship-building.

Communication: Regularly informs and follows up with parents, teams, members, staff, and Minister.

Visibility: Active on Sunday mornings, including frequent participation or leadership in all-ages worship services; participates in key meetings and social events of the church.

TASKS

The Tasks to be undertaken by the Coordinator of Children & Family Programs (Coordinator) shall include, but not necessarily be limited to, the following:

1. The Coordinator shall coordinate and oversee the religious education program for children and youth of First Unitarian Church in accordance with safer congregation policies and practices.
2. The Coordinator shall work with the minister to assess and coordinate overall religious education needs in the congregation.
3. The Coordinator will work with the minister to support creation of multi-generational worship services and experiences, in partnership with worship arts and RE teams.
4. The Coordinator will work with teachers and the RE team(s) to select and/or establish appropriate curriculum, engage in a process of continual evaluation of the religious education program of the church, and administer the approved religious education budget.
5. The Coordinator shall work with the RE teams to recruit, train and support RE volunteers, teachers, and team members in accordance with safer congregations policies and practices.

6. The Coordinator shall be responsible for recruiting, interviewing, and hiring nursery and child care staff in accordance with the church's annual budget and safer congregations policies and practices.
7. The Coordinator shall be responsible for conducting background checks of all children and youth RE volunteers and maintaining appropriate records on such volunteers.
8. The Coordinator shall be responsible for registering and maintaining appropriate records, including attendance, for all children and youth enrolled in the RE program.
9. The Coordinator and RE teams shall develop initiatives to encourage participation of all age groups in the religious education programming of First Unitarian Church.
10. The Coordinator shall be responsible for communicating the goals and activities of the religious education program to the congregation through such things as enews, the publication of program brochures, blog posts, a report to the Annual Meeting, etc.
11. The Coordinator shall work with RE team(s) to plan for the future of RE including the submission of an annual budget.
12. The Coordinator shall be concerned with and informed about congregational activities.
13. The Coordinator shall attend regular meetings of Religious Education team(s), church staff meetings, the Annual Meeting of the church, occasional Board of Trustee meetings and other meetings as deemed necessary.
14. Under the supervision of the minister, the Coordinator shall develop and pursue a program leading to self-improvement and professional growth.
15. The Coordinator shall maintain professional membership in LREDA.

PROGRAM PRIORITIES

The Coordinator of Children & Family Programs shall develop and leverage others' time and talent in support of the church's ministry to children and families. Among current offerings, programs are prioritized for the Coordinator's attention as follows:

- ***Sunday morning programming:*** nursery and elementary ages are top priority, both for the children's well-being and development, and so that parents are able to attend to their own spiritual needs; opportunities for middle-high age groups are valued as well
- ***Our Whole Lives (OWL)*** sexuality education OWL, with middle school the top priority, then other child/youth levels
- ***Child care*** whenever there is adult programming parents may want to attend, inclusive of high-skilled support able to serve diverse children
- ***Intergenerational Programs*** including all-ages worship (more often), Time for All Ages (less often), and community-building traditions like Mystery Friends and pumpkin patch outings

- **Youth Group**, primarily to develop/support lay leadership, orient parents, and support opportunities beyond Wednesday nights (e.g., youth participation in all-church events, youth lock-ins, youth cons)
- **Adult RE** and small group ministry are no longer in the Coordinator of Children & Family Programs's portfolio. Should the above programs be so well supported by volunteers as to increase staff capacity, Coordinator of Children & Family Programs contributions to adult RE, including both volunteer support and teaching, would be welcome – but are not expected.

LOOKING TO THE FUTURE

It is the aspiration of the Church to grow this position in hours, benefits, and leadership level, consistent with growth of the church's membership and resources. Serving children, youth and families is critical to our mission and we recognize the importance of effective professional leadership toward that end.