

Bethany Community Church
Bethany West Seattle Family Ministries Program Coordinator
Job Description

Position: Sunday Morning Family Program Coordinator

Reports to: Director of Family Ministries (DFM)

Salary: \$15.56/hr. (5 hours on 2 Sundays/month + 3 hours hours in preparation with DFM)

Benefits: None

Position Summary: To provide bi-weekly support for DFM through oversight of Sunday morning family ministries and collaboration

Faith and Calling: Demonstrate a personal faith in Jesus Christ consistent with the basic tenets of faith, a calling towards children and families, and in agreement with Bethany Community Church statements of belief (<http://churchbcc.org/visit/what-we-believe>)

Essential Functions: *Essential functions may include any of the following representative duties, knowledge, and skills:*

- Sunday Morning Family Ministry program collaboration with DFM
- (2x/monthly) Sunday Morning Family Ministry oversight including material and space set-up, volunteer preparation and support, family welcoming, troubleshooting, class monitoring, parent communication, offering families opportunities for mid-week engagement, and more
- Collaborate with DFM to provide continuity of care for families, new attenders, and volunteers as well as collaborate on program maintenance and development
- Maintenance and feedback of systems, materials, and procedures as related to Sunday morning programming

Skilled In:

- Communicating effectively verbally and in writing
- Building strong relationships with diverse population
- Multi-tasking in high paced environments
- Technological competency
- Organization