

Children's Ministry - Program Administrator Position

ESG Church School, Kindergarten to Grade 6

Purpose

Children's Ministry at ESG is led by a team of staff and volunteers whose passion is children and whose vision is to provide a fun and interactive program tailored for ages JK to Grade 6 to help them grow spiritually as they build meaningful relationships with other children and adults; learn how to help others in need; and, to build their confidence. We hope they develop patience, respect, kindness, courage and compassion in our children's program.

You will welcome and support our children and their parents in a friendly and caring environment, on Sunday mornings and with other family activities. We are looking for someone who believes that education is not complete without ensuring that the spiritual side of life is included. We are looking for someone who is energetic, creative, warm and friendly. We hope you have a faith background but will provide you mentorship and support as needed.

Overall Accountabilities

- Ensure smooth running of the Church School each Sunday for parents, children and church school leaders
- Support activities where children are involved with other church programs
- Provide administrative support for the church school and other family oriented events
- Communicate with families and staff
- Administer the [ESG Responsible Ministry Policy](#) for the Church School
- Work under the supervision of the Minister and the direction of the Children's Ministry Working Group (CMWG)

Specific Responsibilities

Sunday Mornings:

- Be a visible, consistent and welcoming presence for children and families
- Make sure the curriculum is delivered in relevant and creative ways
- Ensure all supplies for the church school and nursery are available
- Check in with volunteer leaders, problem solve, assist with program delivery as needed
- Coordinate church school registration process
- Stay in touch with families
- Determine best ways to keep children engaged



Eglinton St. George's United Church

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Administrative Support:

- Coordinate curriculum – identify elements and distribute; purchase supplies
- Recruit volunteer Sunday leaders, and children for weekly worship candle lighting
- Assist in the organization of family oriented events
- Support Church School outreach projects and fundraising
- Lead Church School related communications; maintain distribution lists
- Attend CMWG bi-monthly meetings, and staff meetings as needed

ESG Responsible Ministry Policy Administration:

- Liaise with Lay Ministry Coordinator to ensure policy and procedures are followed, including fire drills and CPR

Desired qualifications/skills:

- Experience working with children
- Good organizational and interpersonal skills
- Independent worker
- Preferable: experience with volunteers and developing/growing children's programs
- A Police Record Check: Vulnerable Sector Screening will be required before commencing this position

Compensation:

- \$20/hour for approximately 10 hours/week, including Sundays 10-12 a.m.
- Contract position, starting immediately to June 29/18

To Apply:

Provide a resume and cover letter stating your reason for applying to grow with us to careers@esguinted.org

Send any questions to careers@esguinted.org or call Rev Abigail Johnson at 416- 481-1141

Learn more about ESG United Church at www.esguinted.org