



## **Position Announcement**

Education Coordinator  
University Christian Church • Hyattsville, MD

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The Education Coordinator position is a part-time position that will help University Christian Church grow our new Children's Worship & Wonder program on Sunday mornings, coordinating with volunteers, scheduling storytellers, and communicating regularly with parents and leaders. This position is ideal for a student or individual who has a passion for children's spiritual development and wants to be a part of a ministry that believes children have a relationship with God that deserves to be nurtured. University Christian Church, founded in 1959 and located in Hyattsville, MD, is the church at the intersection of a loving God and diverse community. At UCC, we believe that God is calling us to be Christ-centered and Spirit-led, multi-racial and ecumenical, prayerful and compassionate.

See job description below for further details.

Interested applicants can apply by email to [cucoffice@verizon.net](mailto:cucoffice@verizon.net) or mail to University Christian Church, 6800 Adelphi Rd, Hyattsville, MD 20782.

Find out more info about us at <http://www.uccmd.org/>

**TITLE:** Education Coordinator

**SUPERVISOR:** Senior Minister

**ESSENTIAL JOB FUNCTIONS AND ASSIGNED DUTIES:**

- Implement Worship and Wonder Children's Christian education program
- Prepare Worship Center before Sunday services and put away supplies in locked cabinets
- Schedule Storytellers and Greeters and find substitutes as needed
- Manage children's registration
- Ensure snacks are available and cleaned up
- Communicate regularly (email, newsletter, etc.) with parents, families, and general membership
- Schedule, advertise, and coordinate twice a year Worship Center planning and training retreats
- Offer Worship Center orientation sessions for parents and families twice a year, as needed
- Coordinate installation/construction of Worship Center facilities
- Coordinate year-round programs with nursery, youth, and adult Christian education leaders
- Coordinate Vacation Bible School programs, as needed
- Participate in regular staff meetings, as required

**BACKGROUND CHECK:**

- The person in this position is subject to a criminal background check as defined in the Safe Church Policy.

**NATURE OF SUPERVISION RECEIVED:**

- Receives direct supervision from Senior Minister
- Works collaboratively with Education Division (Ministry) Director and other faith leaders

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong Christian faith and values
- Ability to teach and relate well to children
- Strong organizational and administrative skills
- Excellent people skills including ability to work collegially with faith leaders, parents, and other teachers

**PERFORMANCE EXPECTATIONS:**

- Consistently perform duties and demonstrate skills and knowledge required
- Effectively communicate with Senior Minister and Education Division (Ministry) Director
- Demonstrate a high positive degree of customer service and teamwork
- Strictly adhere to confidentiality agreement
- Strictly adhere to drug, alcohol, and tobacco agreement
- Strictly adhere to Safe Church policy

**RESPONSIBILITY FOR WORK OF OTHERS:**

- Direct volunteer Storytellers and Greeters

**SALARY:** \$5,000 per year approved in Fiscal Year 2019 Operating Budget