

Youth and Family Ministry Coordinator Job Description

Hours – 7-10 hrs per week (required to work Sunday mornings)

Salary - \$800 a month

General Summary:

Make a difference in the lives of families, children, and teens. Center for Spiritual Living Capistrano Valley has a long history of solid programming, supporting families in conscious parenting and empowering youth. Help us rebuild our youth and family program. The Youth and Family Ministry (YFM) coordinator has responsibility for coordinating the Sunday Morning experience for CSL Capistrano Valley students, teachers, and parents.

Principle Duties and Responsibilities,

Oversee Sunday classes—Nursery through Teen Classrooms—ensuring that curriculum is available and used by teachers, classrooms are adequately staffed, helping to handle discipline, ensuring availability of supplies and equipment. Support parents and facilitate a monthly Parent Forum to educate and advocate spiritual parenting skills and support.

- Interface with families and parents on Sunday mornings and beyond as needed
- Participate in the ongoing development of Sunday classroom curriculum
- Recruit, train, manage and acknowledge YFM staff, teachers, advisors and support volunteers in collaboration with the Spiritual Director
- Coordinate meetings and trainings with/for teachers and YFM staff in collaboration with the Spiritual Director
- Arrange for childcare at all events

Record Keeping/Scheduling:

- Oversee the maintenance of an accurate database of classroom, event attendance and staff/volunteer management using Breeze Church Management software.
- Administer and maintain forms for families, students, teachers, and volunteers, including permission slips, criminal background checks (CBC) for staff and volunteers working directly with youth, and up-to-date contact data for all
- Prepare schedule of classroom teachers and assistants
- Schedule parents/volunteers to rotate through their children's classrooms on a regular basis

Other Functions:

- Reach out to families in the community, inviting them to return to community.
- Function as team leader for YFM, develop and support Parents Forum team lead
- Develop, empower and support CSL Capistrano Valley Parents in collaboration with the Spiritual Director
- Maintain high standard of quality, safety, care and joy in all programs
- Continual personal development and classes in Science of Mind

Reporting Relationship:

- Reports directly to the Spiritual Director
- Receives regular annual performance reviews

Qualifications:

- Love of children, families, and building community
- Flexible, creative, open and passionate
- Excellent people and communication skills
- Detailed, highly organized, self-motivated and reliable
- Ability to supervise and manage teachers and volunteers
- Willingness to work in a team environment
- Pass a criminal background check (CBC)

Experience and Knowledge:

- Demonstrated teaching skills and experience
- Extensive Science of Mind or New Thought and Spirituality Background
- Experience developing, coordinating, and implementing a volunteer or youth program
- Administrative, organizational, and adequate computer skills necessary
- Recruiting and training teachers and/or volunteers
- Understanding of California laws and requirements regarding working with youth and CBCs.

Benefits:

- Free tuition for Science of Mind classes
- 10% discount on books and CDs from bookstore