

Redmond United Methodist Church



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| Job Title: | Children & Youth Ministry Coordinator | Reports to: | Pastor |
| Position Type: | Hourly Part-time; 20 hours per week as negotiated with supervisor | Manages/Supervises: | Volunteer teachers/helpers, Nursery Workers |
| Compensation: The salary range is \$25-30 per hour, depending on experience. | | | |
| Job Description | | | |
| <p>The Children & Youth Ministry Coordinator plays a vital role in nurturing the faith journey of our youngest disciples. Rooted in the mission and values of Redmond UMC, this position is responsible for creating a welcoming, inclusive, and spiritually enriching environment where children and youth can explore the Bible, grow in their relationship with God, and build meaningful connections within RUMC. Through thoughtful leadership, collaboration with volunteers and families, and creative programming, the Coordinator helps shape a ministry that is joyful, justice-minded, and grounded in love.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Recruit, equip, and support volunteer teachers and leaders for Sunday School and youth programming, cultivating a community of care, collaboration, and faith formation. • Create safe, welcoming, and developmentally appropriate classroom environments that reflect Redmond UMC's commitment to hospitality, inclusion, and spiritual growth. • Order, prepare, and maintain curriculum materials for children and youth, ensuring alignment with United Methodist values and age-appropriate learning goals. • Engage new families and visitors by providing a warm welcome, gathering essential information, and helping them connect to the church's ministries. • Track and assess participation through accurate enrollment records and attendance tracking, using this data to inform program decisions and outreach. • Serve as staff liaison to Church Council by attending monthly meetings and representing the needs, opportunities, and celebrations of children and youth ministries. • Oversee the nursery program, including hiring, training, and supervision of caregivers, ensuring compliance with safety standards and church policies. • Coordinate children's participation in worship, such as special liturgical moments, seasonal presentations, or multi-generational services. • Plan and implement monthly or seasonal events for children and youth (e.g. movie nights, service projects, retreats, or holiday activities) that foster spiritual growth, friendship, and fun. • Advocate for children and youth across all areas of church life, ensuring their voices, needs, and gifts are recognized and included in congregational planning and worship. • Maintain up-to-date records related to the Safe Sanctuary Policy, including volunteer background checks, training schedules, and documentation. • Adhere to Redmond UMC policies and procedures, including those outlined in the RUMC Employee Handbook, and model healthy boundaries, accountability, and professionalism in all work. <p>SKILLS & QUALIFICATIONS:</p> <ul style="list-style-type: none"> • A strong and growing Christian faith, with a commitment to supporting the mission and ministry goals of Redmond UMC as guided by the pastor and church leadership. | | | |

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| Job Title: | Children & Youth Ministry Coordinator | Reports to: | Pastor |
| <ul style="list-style-type: none">• At least two years of experience leading or supporting children and/or youth ministry programs, with demonstrated enthusiasm and skill in working with young people.• A passion for nurturing the spiritual lives of children and youth, grounded in a commitment to inclusion, justice, and community witness.• Demonstrate emotional, spiritual, and professional maturity – including the ability to lead with integrity, work well both independently and collaboratively, honor confidentiality when appropriate, and uphold healthy relational boundaries.• Strong time management skills, including punctuality for events and meetings, preparedness for programming, and timely communication with clergy, staff, volunteers, and families.• Excellent communication skills – verbal, written, and digital – with the ability to connect across a variety of audiences and platforms.• A collaborative spirit and ability to engage respectfully and effectively with people of diverse ages, identities, and backgrounds.• Commitment to responsible stewardship of program resources, including budgeting and financial accountability. <p>HOW TO APPLY</p> <ul style="list-style-type: none">• Send a resume and cover letter to pastor@redmondumc.org OR upload your resume by filling out the form below.• All candidates must submit two professional references and pass the Child Abuse Training (provided if hired).• All candidates for the position must pass a nationwide background check. <p>EMPLOYMENT TERMS</p> <p>Employment at Redmond UMC is at-will, allowing either the employee or the company to terminate the employment at any time, without cause or notice.</p> <p>ABOUT REDMOND UMC</p> <p>At Redmond United Methodist Church, our congregation is building Beloved Community where all of God’s creation lives abundantly. This looks like embodying the all-inclusive Spirit of humanity, actively walking as Christ’s disciples in this time and place in the world, and intentionally listening and responding to God’s word and guidance.</p> | | | |