

COORDINATOR OF CHILDREN, YOUTH, AND FAMILIES (CYF) POSITION DESCRIPTION

Kanata United Church is an Affirming Church that values diversity and inclusiveness. It is a vibrant and active congregation, with many young families. Kanata United Church is [called](#) to nurture its children and youth. We provide opportunities for spiritual growth and learning for children, youth and their families, as well as opportunities for them to put their faith in action.

The Coordinator of Children, Youth and Families is key to the effective development and delivery of programs for children, youth, and their families, both within the congregation and for the wider community. Programs and projects are developed and implemented in collaboration with the Minister, Director of Music, Office Administrator and the Children, Youth and Families Committee.

The Coordinator works part-time, approximately 20 hours per week.

The primary areas of responsibility of the Coordinator include:

Learning, Spiritual Growth and Faith in Action

- Working with the Minister, the Director of Music, the Office Administrator, and the CYF committee, plan and develop learning programs for children, youth, and their families;
- Deliver faith based learning sessions for children and youth on Sundays;
- Lead the interactive time for children and youth that is part of the worship service;
- Coordinate with the Minister spiritual programs for children, youth and families, such as confirmation classes;
- Working with the Minister, the Director of Music, the Office Administrator, and the CYF committee, plan and develop other programming/projects for children, youth and families;
- Promote and support activities that put children, youth, and families' faith into action; and
- Develop and support a team of volunteers.

Community Engagement

- Be involved in local events to connect with the community, learn about community concerns and develop a culture of engagement, particularly for youth and families;
- Working with the Minister, propose new programs and projects to Council for consideration and approval and maintain existing programs and projects;
- Update and distribute the welcome package for new families;
- In collaboration with the Office Administrator, develop communications for events, programs and projects to be distributed locally; and
- Develop and sustain collaborative relationships at the Regional and National levels of the United Church of Canada, as well as other denominations, pertaining to resources, services and support for children, youth and family programs.

Collaboration and Administration

- Work closely with the Minister to develop and deliver programs and projects;
- Work closely with the Music Director to develop and deliver programs and projects involving music;
- Work closely with the Office Administrator to advertise events, organize volunteers, and ensure the smooth running of programs and projects;
- Participate in staff team meetings;
- Provide input for the budget for children, youth and family activities; and
- Attend meetings of the Children, Youth, and Families Committee

Education, Knowledge and Experience requirements

- Experience working with children, youth, and their families
- Good understanding of the theology and philosophy of the United Church of Canada
- A demonstrated commitment to a diverse and respectful workplace.

Desired Competencies

- Strong communication and collaboration skills
- Ability to build strong teams/relationships with people
- Ability to work with and motivate volunteers
- Ability to prioritize and manage time
- Ability to engage personally and authentically with Scripture

Assets

- Appreciation for diversity of spiritual expression
- Willingness to take risks and try new things
- Experience working with volunteers

Values

Kanata United Church is committed to providing a safe and welcoming environment for everyone as set out in our [Kanata United Church Discrimination, Harassment and Violence Policy](#). Employees are expected to interact respectfully and appropriately with the 2SLGBTQIA+ community and to engage respectfully with the Calls to Action of the Truth and Reconciliation Commission, especially as they pertain to communities of faith.