



COORDINATOR OF FAMILY MINISTRIES

Department: Family Ministries

Reports To: Director of Family Ministries

Hours/Week: Up to 19 Hours/Week

FLSA Status: Hourly, Ministerial Exempt

Schedule: Wednesdays, Wed evenings, Sundays (some flexible hours throughout the week)

Job Class: Ministry Coordinator

Benefit Eligibility: Not Eligible

Location: UPC Main Campus, some remote

Wage: \$20-22 an hour

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position supports Family Ministries at UPC which means working with the staff team, kids, youth, parents, and volunteers.

RESPONSIBILITIES

- Attends department meetings, and UPC staff meetings when schedule allows.
- Helps lead ministry to elementary kids which includes Wednesday night programming.
- Supports Sunday morning programming to kids and youth:
 - Greets families, supports leaders in classrooms, ensures proper drop-off/pick-up procedures are followed.
 - Occasionally serves in a room with kids or youth leading a lesson, small group, or game.
- Assists with planning and leading Day Camp and other FM events (i.e. Park Nights, Family Advent Night, Kindred Christmas, etc.).
- Helps with Family Ministries' admin tasks.
- Based on applicant's skills and interests there are other ministry opportunities that can be discussed or brainstormed.
- Other UPC Staff responsibilities as assigned.

QUALIFICATIONS

- Is an active congregant of UPC who participates in corporate worship.
- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the [Essential Tenets](#) and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Administrative, organizational and management skills.
- Passion for ministry to families.
- Strong interpersonal and communication skills.
- CPR certification a plus.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Ability to pick up small children.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision, and ability to adjust focus.
- Energy and enthusiasm for a varied work schedule (late nights/mornings), including Sundays.