



CHILDREN/YOUTH MINISTRIES COORDINATOR The St. Albert Salvation Army Church & Community Centre

This position give leadership to our Children/Youth Ministries with the responsibility of providing discipleship and outreach ministry to children, youth, and families within the Church and local community.

This is a one year contract with the possibility of extension.

RESPONSIBILITIES: Christian Education for Children and Youth

- Plan, coordinate and teach Sunday School program and Messy Church
- Recruit and train youth leader/teacher volunteers/workers
- Lead Junior Soldiers lessons (program for children who have become junior members of the church)
- Children/Youth Leadership
 - Working with Church and Community & Family Services create, plan, and lead children/youth, and family events and activities including Bible study and /or lessons throughout the year
 - Working with the Summer Day Camp Coordinator plan and implement our weekly VBS summer children's day camp including training, supervising, and working alongside day camp staff and volunteers
- Ensure budget parameters are met as established
- Maintain records of program participants and volunteers including any receiving of monies
- Participate, interact, and have regular communication with children/youth and families
- Ensure the safety of children/youth at all times; implementing and following procedures to ensure safety in the event of an emergency
- Inform the Pastors/Corps Officer(s) and/or Community Services Coordinator and subsequently document all pertinent issues involving children/youth, parents, volunteers, and/or staff
- Provide intake, assessment, and assistance to clients and their families as well as administrative support to Community and Family Services, if required
- Any other related duties that become apparent as the position and the ministry grows/expands

QUALIFICATIONS:

- Bachelor's Degree in Youth Ministries/Education or 3-5 years of experience in child/youth ministry
- Knowledge of and able to work within the Mission and Values of The Salvation Army with a desire to be involved in a Christian ministry
- Ability to relate and connect well with children/youth and families
- Experience in recruiting and managing volunteers including providing oversight and direction to a team
- Strong interpersonal and communications skills
- Passion for excellence and high attention to detail
- Self-motivated with the ability to work independently
- A team player able to work in harmony with fellow staff, volunteers, children/youth, and their families
- An awareness of the necessity of confidentiality in dealing with fellow staff, volunteers, children/youth, and their families
- Proficient with computers and Microsoft Office
- Standard First Aid Certificate
- Successful Police and Child Abuse Registry Check
- Valid driver's license and copy of a current driver's abstract

Successful applicants must participate in Sunday school and worship at The St. Albert Salvation Army Church and meet the requirements of the Employment and Social Development Canada Career Focus Work Experience Plan.

Please submit your resume to: St. Albert Salvation Army Church & Community Centre
165 Liberton Drive
St. Albert, AB T8N 6A7

Attention: Major Joanne Cook and Kellie McTaggart

Email: Joanne_Cook@can.salvationarmy.org
Kellie_McTaggart@can.salvationarmy.org

Fax: 780-459-8576

No phone calls please.

We thank all applicants, however, only those candidates selected for an interview will be contacted.

Closing date for resumes: June 25, 2017