



Children's Outreach Coordinator **(part-time: 19 h/pw with potential to increase to Full-time)**

Make an impact on the future by working with the families and children in our church and community. We are looking for a coordinator for our children's programs: playgroup and after school group, Mainly Music, Kid's Hope and our Sunday teaching program. We need someone who can support the mission and vision of Warragul Anglican Church as they help us to serve and build bridges and to strengthen relationships with children and young families in our community.

Purpose and Scope of the Position:

If you've got a heart for children and their mums and dads, and you'd like to help the church to connect with and serve families in our community through our programs, this is a great job for you. You will

- Be the person responsible for the programs
- Provide a safe service for children and their families
- Recruit and supervise volunteers
- Design and implement engaging programs
- Build relationships with families
- Coordinate our Sunday School Program.

Key Responsibilities & Duties

- Serving the children and families in our community by building and fostering connections and coming alongside families
- developing and delivering outreach programs for families
- coordinating and teaching in our Sunday school program
- Overseeing our children's ministries.
- Contributing to and participating in our *Family Fun* events (one per term)
- Ensuring a safe ministry environment is maintained in all student programs.
- Being organised.
- Other duties as directed by the Rector.

To apply, email an Expression of Interest explaining why you want to work for our church and why you are suitable for this role, along with a copy of your CV to minister@warragulanglican.org.au.

Position Description:

Position Title	Children's Outreach Coordinator
Employment Type	Part Time
Fixed Term	12 months, with possible extension.
Hours	Part-time: from 19 hours per week with potential to increase to full-time.
Probationary Period	6 months
Location	Warragul Anglican Church: 92-102 Victoria St Warragul Some offsite work at schools or other venues. Some work from home is possible.
Ideal Applicants	<ul style="list-style-type: none">• You will have some experience with programs for children & families and be seeking a challenge• You will bring some experience in developing flexible programs• You appreciate the value of working alongside volunteers.• You are creative and can bring the needed energy to developing new programs such as playgroups and an after school program.
Reporting To	Rector
Direct Reports	Children's ministry volunteers
Date Commencing	Negotiable
Key Relationships (Internal & External)	Children and young people, Rector, Parish Council, Parents, local schools
Salary	<i>Pro rata amount of \$48,628 pa – \$54,708 pa, depending on experience. Annual figure is based on a 35 hour week.</i>
Superannuation	<i>Some salary sacrifice is available and allowances for travel if needed. Employer contribution of 11%</i>
Safe Ministry	The successful applicant will need to undergo a Safe Ministry Screening and security checks

Qualifications – desirable but not essential

- Relevant studies either completed or undertaking in any of the following: ministry, theology, youth ministry, children's ministry, teaching, chaplaincy

Experience

- Demonstrated passion and skill in talking with and engaging with children and families.
- Some experience of children's, youth or student ministry.
- Experience teaching children
- Experience running children's programs such as playgroups, Sunday school, holiday and after school programs.

Essential Skills & Abilities

- Confident knowledge and experience of the Christian faith
- Good knowledge of Christian Scripture
- Demonstrated ability to engage with, lead and teach children
- Able to recruit and manage a team of volunteers
- Demonstrated ability to manage pastoral responsibilities with persons in a Christian ministry context.
- Collaborative
- Highly organised with excellent planning skills
- Willingness to work in a team and to be accountable

Personal Qualities & Behavioural Traits

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| • Dedicated follower of Jesus Christ, pursuing holiness of life. | • Strong verbal communication skills. |
| • Sense of humour | • Reliable and organised. |
| • An encourager | • Able to bring new ideas |
| • Able to work well with others as well as independently. | • Passionate about God's Word. |
| • Interpersonal skills. | |

Professional Licenses / Certification Required

	Required (Yes/No)
Valid Driver's License	Yes
First Aid Certificate	Yes (or willing to undertake at our expense)
Working with Children Card Check	Yes
Police Clearance	Yes
Reference Checks	Yes
Commitment to upholding standards of behaviour in <i>Faithfulness in Service</i> : our National Church Code of Conduct	Yes
Diocesan Safe Ministry Approval	Yes

Physical Requirements

This position involves regular sitting, standing, walking, listening, talking, setting up spaces for kids programs and using a phone and computer.