

**Title:** Children and Youth & Outreach Coordinator

**Job Summary:** Children and Youth – Develop and lead a program of Christian education and formation for children, youth and families. Outreach Coordinator - Serve as the main contact and coordinator for Rise Church community outreach efforts.

**Location:** Rise Church | 10445 SW Canterbury Lane | Tigard, OR 97224

**Classification:** Part-time. Hourly.

**Work Schedule:** 30 hours/week.

**Accountability:** reports to Pastor/Head of Staff.

**Duties and Responsibilities:** The CY&OC will focus on two main areas, recognizing that on any given week work priorities may result in an uneven division of time.

1. Christian education and formation for children, youth and families.
  - Build, promote and lead a comprehensive and age-appropriate Sunday school program for all youth during worship and following the Children’s Time. Current curriculum is lectionary based.
  - Create additional experiences outside of the Sunday school / worship hour: regularly scheduled children, youth or family nights; participation in Rise outreach and mission efforts; fellowship opportunities to build relationships; yearly or periodic, such as Vacation Bible School, day camps, mission trips, special events.
  - Cultivating, training and working with volunteers at all levels is essential.
  - With the Pastor, staff and appropriate committees, coordinate worship and music activities that reach children and youth.
  - Serve as the main contact and follow-up for families visiting the church and plan ways of recruiting new participants.
  
2. Community outreach.
  - Serve as the main contact, coordinator and advocate for supporting and expanding Rise Church outreach efforts, such as backpacks & school supplies and fall clothing drive for students, back to school BBQ for new school families, Family Promise and other efforts for area houseless, and projects that fall under our overarching goal to *end hunger and food insecurity in our community*.
  - Seek ways to build community relationships with organizations and residents in the neighborhood, networking in the Tigard community with the public schools (counselors and other staff), public officials, civic and social service agencies. Goal is to invite community participation in outreach efforts, discover new needs that can be addressed, and encourage involvement in congregational life. Work with the Outreach and Mission Committees and Session to achieve these goals.

- Participate in Facilities Use Taskforce's effort to utilize and expand church facilities as a community resource and asset.

## **Qualifications**

### **Education**

- Bachelor or associate degree in a related field and/or experience in developing programs, plus a track record of involvement with community groups, is highly desired.

### **Personal**

- **Religious Knowledge:** General understanding of mainstream Protestant tradition, language and practice is a plus.
- Ability to relate positively with all ages, the public, staff, and key committees (Outreach and Mission).
- **Communications:** excellent written, oral and interpersonal communication skills. Knowledge and use of social media and technology a must. Ability to speak Spanish a plus.
- **Networking:** Develop and nurture contacts / relationships within the congregation and community, especially civic and non-profit groups. A passion for community service.
- **Individual:** maintain confidentiality; honesty, integrity.

### **Work Habits**

- People centered with a focus on measurable results. Likes to do and launch activities.
- Take initiative, set goals, manage multiple projects, and meet deadlines.
- Team-player, knows how to have fun, and enjoys working with volunteers and co-workers.

### **Requirements:**

- A criminal background check.
- Two references.
- Agree to all required employment policies.

### **Application** Please provide the following:

- A brief cover letter or introduction, expressing your interest in the position and why you might be a good match.
- A resume that includes your work experience, education, relevant skills and training.
- Send the application by email to [jwallace@risetigard.org](mailto:jwallace@risetigard.org) in order to be considered.