



Unity of Nashville  
5125 Franklin Pike  
Nashville TN 37220  
615-333-1323  
revjohn@unityofnashville.org

**JOB TITLE** Children's School Coordinator  
**STATUS** Part-time - 6 hours per week (average)  
**SUPERVISOR** Youth & Family Ministry Director  
**START DATE** September 1, 2017

### **JOB SUMMARY**

In support of the mission of our church, the Children's School Coordinator will work on Sundays and holidays with the younger children of Unity of Nashville. You will design and implement rewarding, enriching experiences aimed at cultivating a uniquely inclusive and empowering program for grade levels Pre-K and K – 5<sup>th</sup>.

We are seeking someone who is passionate about being in a church community and is focused on the spiritual needs of children and their families.

### **ESSENTIAL FUNCTIONS AND REQUIREMENTS**

Plan and implement all class-based experiences at Unity of Nashville  
Recruit volunteers to assist with classes on Sundays and other special events (with support of Youth & Family Director)  
Prep all class spaces for the Sunday experience  
Coordinate Nursery workers schedules and time cards  
Plan, support and participate occasionally in teaching or leading classes and activities  
Find, create and/or implement relevant, cutting edge age-appropriate curricula  
Train and appreciate staff and volunteers  
Communicate with the larger Unity / New Thought Community  
Meet regularly with Youth & Family Ministry Director and Senior Minister  
Communicate all pertinent information with youth, their parents, and youth group volunteers through email, text, phone, and social media  
Meet regularly with parents of program participants  
Maintain the classrooms and spaces in clean and orderly manner.  
Willing to work on Sundays, Christmas Eve, New Year's Eve and times when there are significant church activities.

### **ADMINISTRATIVE**

Create, organize and collect attendance, forms, etc., throughout the year  
Check-in all children  
Buy and manage supplies and/or delegate to responsible volunteer

Track and submit all receipts and time cards  
Maintain, clean, and organize youth spaces, equipment and resources

### **OTHER RESPONSIBILITIES**

Hire and supervise child-care workers.  
Participate in Safe Congregation policies  
Plan, create, and attend church events as they involve youth  
Red Cross CPR training is recommended  
Willing to have the “hard conversations” when they are warranted.  
Be conversant with all state and federal laws regarding the safe supervision of children and respond/act accordingly when required.

### **QUALIFICATIONS & COMPETENCIES**

Experience working with children infants through 5<sup>th</sup> grade  
Ability to plan and facilitate group activities and excellent team-building skills  
Enthusiastic and up-beat personality with a good sense of humor  
Great at using Google sheets, docs, Mail Chimp, social media, etc.  
Ministry, divinity school student or previous church experience is great but not mandatory  
Arts background or event planning skills are a plus  
Strong communication and organizational skills  
Experience planning performances or worship services  
Must be 25 years of age  
Background check will be required

### **COMPENSATION**

\$20 per hour based on a 48 - week year.  
Additional compensation may be available for extraordinary time spent

### **WHO WE ARE**

Unity of Nashville is a New Thought church best described as “culturally Christian yet spiritually unlimited.” Our aim is to teach the truth so that all who are seeking a larger experience of life might find it through the understanding and practice of spiritual principles. We are dogma-free, practice inclusivity and choose the power of positivity in our approach to worship, teaching, and life.

Our environment (and worship) is casual yet respectful, creative, fun, and collaborative.

**Interested candidates please send cover letter and resume by email to**

**Rev. John M McLean, Senior Minister**

**Unity of Nashville**

**revjohn@unityofnashville.org**

*Unity of Nashville is an Equal Opportunity Employer. No person will be discriminated against because of race, religion, creed, color, sex, sexual orientation, age, national origin, veteran status, or disability. Each person is evaluated on his/her own merit in determining employment and advancement opportunities.*