



Interim Program Leader Children, Youth, and Family Ministry Job Description

Status: Interim; Part-time; Hourly

Term: September 24, 2026, through January 2027

Hours: Up to 10 hours per week (Preparation weeks 5-10 hours; Program weeks 10-20 hours)

Reports To: Director of CYF (Children, Youth, and Family Ministry)

Accountable To: CYF Team, Executive Leadership Team, Church Council

Purpose: This role will provide program leadership, preparation, and coordination to support the faith formation of students in grades 4-5 in an interim capacity covering a staff leave of absence. Curriculum and preplanning resources will be completed in advance for the interim team member. This role will collaborate with staff and volunteers. Programs will provide a welcoming experience for all and opportunities for student/child engagement.

Qualifications:

- 16 years of age or older
- Education Degree or training in Children, Youth, and Family Ministry; preferred
- Demonstrated experience in large church CYF program ministry; preferred
- Familiarity with program preparation, planning, and leadership
- Basic skills and familiarity with Microsoft Office Suite and Canva
- Effective communication and relationship building skills
- Demonstrated organizational skills and ability to effectively prioritize and meet deadlines
- Ability to work with a diverse population of people and needs
- Ability to work independently and in a team environment
- Ability to lift 40 pounds regularly and move freely between activities during active programs
- Successful completion of background screenings as performed by SOTV (may include criminal, national sex offender, motor vehicle records, and references)

Expectations:

- Commitment to interim term and schedule of program hours
- Flexibility in hours and scheduling for office hours to prepare for programs
- Comfortable speaking and leading in front of large groups
- Passion for student engagement in ministry programs
- Ability to work independently, as well as in a team setting
- Supportive of children and youth of all ages and abilities
- Adhere to SOTV policies and best practices for the safety of students and the congregation

Responsibilities and Essential Functions:

1. Collaborate with CYF staff and volunteers to support and carry out programs and events
 - A. Grades 4-5
 - B. Primary focus on Wednesday night programs
2. Adapt curriculum and lesson planning as needed
3. Prepare materials, handouts, supplements throughout the interim term
4. Provide regular communication to leaders and families
5. Support volunteer leaders
6. Participate in staff meetings as appropriate
7. Participate in feedback and summary opportunities related to the internship
8. Other opportunities as appropriately assigned



Core Competencies:

Spiritual Maturity: Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic.

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.

Commitment to Excellence: Strives to do the best work as a reflection of self, the team, and for the ministry; demonstrates the integrity of presenting finished work that reflects the personal and organizational high standards of excellence; incorporates the time management skills developed to complete the tasks necessary to support the team and the ministry.

Attention to Detail: organized; attentive to surroundings, perceptive to needs and considerations; proactive recognition of items needing attention.

Work Ethic: Dedicated to quality of work; prompt; reliable; flexible; communicate proactively with others; prepared