



Campus Children/Student Ministry Coordinator

(APPROXIMATELY 12 HOURS PER WEEK)

CEFC is seeking a part-time Children’s and Student Ministry coordinator for our Mount Holly Campus. The Mount Holly Campus Children’s and Student Ministry Coordinator will work closely with the Director of Children’s Ministry to build a dynamic volunteer team that supports the programs provided by the Children’s Ministry.

CEFC is a multi-site church in the greater Harrisburg area with our broadcast location in Carlisle, PA. Carlisle is a historic town known for its restored architecture and tree-lined streets once walked by George Washington. With mountains on the horizon, trout-filled streams, and the Appalachian Trail passing through, it is a great place to call home. If you are looking for big-city amenities, Harrisburg is just across the Susquehanna River. Philadelphia, Pittsburgh, Washington D.C., Baltimore, and New York City are all within easy driving distance.

Ministry Area/Department	Children’s Ministry
Position	Mount Holly Campus Children’s and Student Ministry Coordinator
Accountable To	Mount Holly Campus Pastor
Ministry Target	Children, Birth – High School
Position Is	Part-time, approximately 12 hours per week
Spiritual Maturity Level	Growing, maturing Christian seeking to live all of life for Christ in a manner consistent with CEFC’s values of growing in Christ, building others up, and being sent out to serve
Spiritual Gifts	Administration • Serving • Discernment
Talents or Abilities Desired	Able to connect with children and parents • Able to organize • Experience in secretarial and administrative tasks • Computer literate (Word, Excel, PowerPoint, Outlook, and Publisher) • Strong organizational skills • Detail oriented • Can be trusted with confidential information • Strong commitment to excellence

Best Personality Traits	Relational • Positive • Dependable • Teachable
Passion For	Connecting Kids to Christ and Partnering with Parents

ANTICIPATED TIME COMMITMENTS

12 hours per week, including approximately 5 hours on Sundays (8:30 am – noon)

RESPONSIBILITIES/DUTIES

1. Coordinate all aspects of the Children’s and Student Ministry at CEFC’s Mount Holly Campus.
2. Connect and build relationships with Children’s Ministry Volunteers
3. In coordination with the Carlisle campus, resource volunteers with curriculum, technical support and other materials
4. Recruit and onboard volunteers for Children’s and Student Ministry at Mount Holly
5. Coordinate the placement & scheduling of volunteers
6. Coordinate and provide training for volunteers with support from the Carlisle campus

QUALIFICATIONS:

Minimum Qualifications:

- Demonstrates a growing relationship with Christ and spiritual maturity and character consistent with the Biblical principles
- Ability to recruit, organize and lead volunteers and volunteer teams
- Strong planning and organizational skills and attention to detail
- An ability to work independently and strong time management skills

Preferred Qualifications:

- Experience working with children birth to 5th grade
- Experience coming alongside and providing guidance to parents
- Functional competency with technology
- Ability to communicate via a variety of social media platforms

To apply, submit a cover letter and resume to resume@cefc.church.