

Sunday School Coordinator

Clairemont Lutheran Church/Iglesia Luterana

The Sunday School Coordinator's work will be based on CLC/ILC's welcome statement: Gathering as one Congregation expressed in two languages, we are called to include all people seeking a relationship with Jesus.

The goal for the Coordinator is to provide a sustainable faith education program for youth at CLC/ILC.

The Coordinator works in conjunction with the pastors and staff. The goal of this position is to guide the faith development of children (Pre-K-6th) by partnering with them, their families, and other church members to coordinate Sunday School using scripture, curriculum, prayer, community-building fun, and teaching in the tradition of CLC/ILC.

Primary Job: Provide leadership for children's Sunday School program (aged preschool-6th grade).

Job Specific Responsibilities:

- Coordinate the Sunday morning education program for preschool through 6th grade
- Reviews curriculum options and develops the framework for the program
- Obtain supplies as needed
- Recruit and schedule volunteers
- Assist in training and equipping adult volunteers to deliver Sunday School program.
- Coordinate with office on volunteer background checks.
- Coordinate and communicate with staff on regular basis about plans and activities
- Communicate about the Sunday school program with the congregation, specifically parents and youth, through the church newsletter, the church website, social media, and other means.
- Regularly be present during Sunday school to ensure consistency for students and volunteers.
- Other duties as assigned

Qualifications:

- Personal belief that God's call is for all people.
- Excellent communication skills with people of all ages
- Ability to recruit, organize and equip volunteers
- Leadership experience and ability to take initiative
- Excellent organizational and coordination skills
- Experience in education is preferred, not required
- Bilingual (Spanish)/Bicultural is preferred, not required.

Working Conditions:

- Requires attendance at CLC/ILC on most Sundays.
- May require evening and weekend hours for meetings and Sunday School activities
- Flexibility in hours worked throughout the week, dependent on needs
- Reports to the Senior Pastor.

Terms of Employment:

- The contract is for an average of 5 hours per week till the end of August 2025, with potential option for renewal.
- Contractor rate in the \$18-20 an hour range, depending on experience.
- A current (within the past 6 months) background check is required (CLC/ILC can provide, if needed).
- Start date to be negotiated with successful applicant.

To apply:

Please send a letter of interest with details of why you are a good fit for this position; along with 3 reference names, to Clairemont Lutheran Church/Iglesia Luterana via email or mail.

Email: clc@clairemontlc.org

Mail: 4271 Clairemont Mesa Blvd., San Diego, CA 92117

Applications due: April 01, 2025