



**Job Position:** Children, Youth, and Families (CYF) Director

**Reports to:** Senior Minister

**Position Overview:**

The CYF Director is responsible for the development, overseeing, and coordination of programs and activities that support and promote the spiritual growth, nourishment, and education of children, youth, and their families. The Coordinator will work closely with the Senior Minister, staff, and volunteers to create a welcoming, warm, and inclusive environment that fosters faith development, community engagement, and social justice. This role is ideal for someone who can creatively cultivate children's interest in faith, church, and community through age-appropriate activities and lessons, and who communicates effectively with parents/guardians, youth, and children.

**Job Responsibilities:**

- Loving and accompanying CCSM's children of all ages and families on their faith journeys.
- Work with the Senior Minister, Minister of Community Life and Lay Leaders to develop and implement a comprehensive plan for children, youth, and family ministries in alignment with the church's values and vision.
- Coordinate and oversee Sunday morning programs and Wednesday evening programs (including curriculum), youth group activities, and family-oriented events, ensuring they are age-appropriate, engaging, and spiritually enriching.
- Manage, train, and support CYF staff and arrange childcare for events and worship services as needed.
- Recruit, train, and support volunteers to assist various ministry programs and activities.
- Collaborate with church staff and lay leaders to integrate children, youth, and families into the broader life of the congregation, including worship services, service projects, and special events.
- Foster a safe and inclusive environment for all participants, adhering to the church's child protection policies and guidelines.

- Stay informed about current trends, resources, and best practices in children, youth, and family ministries, and apply them to program development.
- Work with the CYF Ministry team to manage the budget for CYF ministries, ensuring responsible stewardship of resources.
- Communicate regularly with parents and guardians, keeping them informed about upcoming events, educational opportunities, and other relevant information.
- Collaborate with community organizations and other churches to create meaningful partnerships and outreach opportunities.

### **Working Conditions:**

This is a part-time position, typically requiring 18 hours per week. The Director will work both independently and collaboratively, with some evening and weekend hours required, along with overnight retreats/trips/camps. The position reports directly to the Senior Minister. The Director will supervise at least one CYF staff person and work closely with the CYF Ministry Team of Lay Leaders and volunteers.

### **Qualifications:**

- A background in child development and education.
- Prior experience working with children, youth, and families in a ministry or educational setting.
- A deep commitment to the Christian faith, and the values of the United Church of Christ.
- Strong interpersonal and communication skills, with the ability to connect with people of all ages and backgrounds, including using digital platforms and social media.

### **About CCSM:**

[CCSM](#) and the [United Church of Christ](#) are known for their progressive and inclusive approach to faith, emphasizing social justice, equity, and community engagement. The Director will be expected to embrace and promote these values in their work.

### **Compensation & Benefits:**

- \$38/hour for 18 hours per week (approximately \$35,568 annually)
- Paid vacation and sick time in accordance with CCSM personnel policy

**Location:**

Congregational Church of San Mateo (CCSM) 225 S. Tilton Ave San Mateo, CA 94401

**Website:** [ccsm-ucc.org](http://ccsm-ucc.org)

**Application Process:**

- To Apply: Please submit your resume, cover letter, and references to [cmontara@ccsm-ucc.org](mailto:cmontara@ccsm-ucc.org)
- For questions about this position, please email [cmontara@ccsm-ucc.org](mailto:cmontara@ccsm-ucc.org)

Note: This job description is subject to change based on the needs of the congregation and the vision of the church's leadership.