

## **CHILDREN'S CHRISTIAN EDUCATION COORDINATOR**

**First Presbyterian Church, 811 Wall Street, Port Huron, MI 48060  
810-985-6191; portpresby@gmail.com**

**Reports to:** Head of Staff  
**Classification:** Program Staff  
**Hours:** Approximately 10 hours a week/  
Sunday mornings required; and  
Summer Bible Camp (VBS) required.  
Flexible Hours  
**Salary Range:** Approximately \$6500=\$7000 range  
(depending on experience).

### **Essential Job Responsibilities:**

- Lead in management of volunteers and the coordination of the tasks they are doing in cooperation with the Christian Education Committee
- Lead and oversee preparation of Christian Education materials
- Communicate with current families; Invite and encourage new families to be a part of First Presbyterian Church.
- Occasionally plan special children/youth events, especially Summer Bible Camp (VBS).
- Other special duties may be assigned by the Head of Staff and in coordination with the Staff Team/Christian Education Committee..

**For more information,** please contact the church and send your resume. You may also contact Pastor Roxie Davis, roxieanndavis@hotmail.com or Personnel Chair, Steve Ahlquist, Steve.ahlquist@yahoo.com  
We look forward to talking with you.

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