

La Côte Anglican Church

Role Description

1. Summary of role

- a. **Title** – Youth and Children worker and coordinator.
- b. **Outline of role** – to work with our young people, and to coordinate children’s activities.
- c. **Accountable to** – the Chaplain and Chaplaincy Council.
- d. **Working with** – clergy, lay leaders , volunteer youth and children’s leaders and parents.
- e. **Duration of position** – Flexible
- f. **Working pattern** – part-time (Sundays, weekend events and 4 -8 hours per week for planning, preparation and communication)
- g. **Terms and conditions** – 1600CHF gross monthly and agreed expenses

2. Details of role

- a. Organise volunteers to run Sunday sessions for the 4+ children and lead if needed.
- b. Leading 10+ groups yourself
- c. Participate in monthly area-wide activities with other local churches
- d. Communicate and connect with group members in between sessions; organise and send information well in advance.
- e. Support and coordinate Sunday Club leaders in the chaplaincy.
- f. Organise youth camps/events and excursions, together with other church youth groups (including Youth Compass).
- g. Assist and enable participation of children and youth in all-age/family/youth-led services.
- h. Plan and coordinate individual / group mentoring with our young people.
- i. Respect and enforce Safeguarding protocols.

3. Sources of support – Chaplain, Council and other designated members of the church.

4. Progress check-in session – to be held in January with Chaplain and leaders.

Signed by

Carolyn Cooke, Chaplain

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