



We're seeking an experienced and well-qualified
Instructor in Children's Formation

Job Title, Classification, and Supervisor

The Instructor in Children's Formation is a paid, part-time, non-exempt position supervised by the Formation Manager for Children, Youth, Families, and Adults.

Compensation

\$35.00 an hour

Job Summary

This is a part-time role working with a co-instructor delivering Christian formation lessons and activities during the 11:00 am Sunday Choral Eucharist to children who are typically between the ages of 4-10. Curriculum and materials are provided, and preparation and reporting time is built into the shift. The work schedule is 4 hours a week on Sunday mornings from 9:00 am to 1:00 pm, 42 weeks of the year, which may be subject to change. Flexibility, reliability, and a child-centered approach are essential.

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone, a place of inclusive community and spiritual practice, social justice work, music, arts, yoga, and more. Our mission is to reimagine church with courage, joy, and wonder.

We actively work to advance racial, gender, and LGBTQIA+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work. We celebrate diversity and are committed to anti-racism. And we seek job candidates who will bring their unique experience to enrich our culture and organization.

Primary Duties and Responsibilities

- With a co-instructor and guidance from the Formations Manager, plan and review curriculum and class structure for the day; assist with classroom and materials preparation and set-up, as well as breakdown and clean-up after class; greet children and families; teach classes in a way that is welcoming and supports formation; and help maintain records.

- Remain after class through the duration of the Choral Eucharist to support children and families, and debrief with supervisor and colleagues after the children and families have left, providing and receiving feedback and suggestions.
- Follow all required health and safety policies required by the Cathedral.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

Required Skills, Experience, and Expectations

- Alignment with the vision, mission, and values of Grace Cathedral, and commitment to contribute to achieving its strategic priorities and goals.
- A minimum of three years working with children in an educational and/or church setting; a completed or partially completed childcare or teaching qualification preferred.
- Comfort with speaking about the Christian faith and Episcopal church teaching and practices.
- Familiarity with Episcopalian/Anglican practices or a willingness to undertake further learning in these areas.
- Strong verbal and interpersonal communication skills in English; bi/multi-lingual abilities a plus.
- Collaborative spirit and leadership style; instinct to work with children and create child-centered spaces.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential functions of the position.
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post-offer.

How to Apply

- Email your **cover letter** and **résumé** to jobs@gracecathedral.org
- Include the position title in your email subject header.
- No phone calls please.