

EARLY CHILDHOOD

ASSISTANT (Nursery-Kindergarten)

Calvary Church seeks to be a joyful church family that is better together, being changed by the Gospel to love like Jesus and reach the world across all cultures and generations. As the Early Childhood Assistant you are primarily responsible to support the Early Childhood Pastor in pursuit of this vision. You will provide leadership and serve Calvary families in the planning, programming, & coordination of ministry activities. \$17-18 per hour, 10-15 hours/week, varies

CALVARY CHURCH

1010 N TUSTIN AVENUE
SANTA ANA, CA 92705

CALVARYLIFE.ORG

714.973.4800



YOU ARE KNOWN AS:

- A follower of Jesus living life above reproach
- A team player, hard worker, hospitable, positive, compassionate, truthful, loving, and gracious to all
- A discipler and developer of people, able to lead well
- A teacher of God's Word, able to engage children
- An excellent communicator, both in written and oral forms
- A fun person, a positive and encouraging cheerleader
- A self-starter, problem solver
- A learner, teachable, always growing
- Depending on God's Spirit



WHAT YOU WILL BE DOING ON-THE-JOB:

- Working with ECP to coordinate services
- Teaching others to use Planning Center check-in and accurately make profile changes, as needed
- Serving in EC learning environments as needed to assist ratios
- Serving/Coordinating Tuesday and Wednesday programs, as needed
- Working with ECP to create midweek lessons
- Submitting print requests for events, as needed
- Assisting with craft prep and room set up; helping by researching and creating weekly crafts
- Resetting all EC rooms weekly
- Organizing files and records
- Organizing and keeping "The Exchange" presentable
- Assisting ECP with any other practical needs
- Assisting with any EC or Kid's event, such as VBS, Light the Night, Volunteer Appreciation Event, Conferences, etc.
- Leading personal and professional time to maintain healthy life balance, sabbath and rest



BONUS POINTS IF:

- You speak Spanish
- You are a kid magnet
- You imagine the hand motions to worship songs



YOUR TEAM:

- **Your supervisor** ↑ : Early Childhood Pastor
- **Your ministry team** ↔ : Early Childhood Team and Family Team
- **Your staff** ↓ : Volunteers



EVERY EMPLOYEE AT CALVARY IS EXPECTED TO:

- Support the leadership of Calvary
- Advocate for Calvary's vision, mission, and values; 10:02 Prayer and Leadership Development
- Attend regularly scheduled meetings according to your work schedule (Discuss with supervisor)
- Engage in weekly worship service online weekly, or in person at least once per month
- Participate in a LifeGroup for at least one season each year
- Actively contribute to all-church events (Reach Week, Easter services, Annual Church Meeting, VBS, Beach Baptisms, Light the Night, Christmas services, etc.)
- Participate in staff trainings, retreats, and conferences, in addition to the regular schedule
- Maintain general knowledge of all Calvary events to help all people connect
- Be proficient in computer and technology use: Google Drive, Docs, Sheets, Word, Excel, Planning Center Online
- Have completed or be actively pursuing appropriate education (Bachelor's degree or greater biblical knowledge) and professional work experience to fulfill job responsibilities
- Be available for the identified work schedule and perform other duties as assigned
- Model a biblical standard of conduct - private, public, online
- Submit to and uphold Calvary's bylaws and doctrinal statement
- Adhere to the guidelines stated in the Employee Handbook
- Be or become a Calvary Church member during the first year of employment - [CalvaryLife.org/Membership](https://calvarylife.org/Membership)

How to Apply for this Role

To submit your application for Early Childhood Assistant, please fill out the Employment Application available on our website at [CalvaryLife.org/Jobs](https://calvarylife.org/Jobs). Once completed, send your resume and cover letter to Paula Garcia. Questions? Contact **Early Childhood Pastor, Paula Garcia** at pgarcia@calvarylife.org