

# COORDINATOR, Early Childhood

**REPORTS TO:** ASSOCIATE PASTOR

**PART-TIME:** 10 HOURS/Weekly

**RELATES CLOSELY WITH:** DIRECTOR OF CHILDREN'S MINISTRY / OTHER STAFF

## CHARACTERISTICS / KEY QUALITIES

- Demonstrates personal maturity and godliness as outlined in the fruits of the Spirit.
- Is theologically compatible with the Evangelical Free Church Statement of Faith.
- Is a member or will become a member of Faith Church.
- If married, has a marriage that should be a model of God's design.
- Has an excitement and commitment to the mission of the church.
- Demonstrates Christian commitment and Bible knowledge.
- Has a passion for children and an understanding of child development.
- Exhibits a personable and approachable personality.

## SKILLS/ABILITIES

- Multi-tasking
- Effective interpersonal and communication skills with leaders, staff, parents and children.
- Ability to use multiple forms of communication (written, verbal, nonverbal) in training sessions, one on one meetings, and follow ups.
- Office Administrative tasks which may include ordering supplies, maintaining calendars, creation of publications and certificates, data collection and reporting.
- Recruiting and Scheduling Volunteers
- Mentoring and Collaborating with peers
- Computer skills including daily use of Microsoft Word, PowerPoint, Excel, Outlook, Keynote and Dropbox.
- Has leadership experience (preferred).
  - Team leadership philosophy that enables the identifying, recruiting, training and equipping of lay leaders to work with children.
- Has formal education/training or equivalent experience in early childhood (preferred, but not required) and children's ministry experience (required).

## PRIMARY RESPONSIBILITIES

- Responsible for Sunday morning childcare programming (infant to age 5) and organizing childcare for other ministry activities, such as congregational meetings and holiday services. Arrives 30 minutes prior to the start of service on Sunday mornings and/or events in which childcare is offered.
- To oversee childcare staffing (classroom teachers, desk volunteers and check-in volunteers) and to ensure that all rooms are adequately staffed for each Sunday or special events.
- To compile lesson plans for ages 3 - 5.
- To provide lesson plans to Children's Ministry Assistant for preparation at least 2 weeks in advance.
- To maintain assigned classrooms ensuring toys are regularly sanitized, class materials are organized, cleaning supplies are stocked, etc.
- To secure, stock, prepare and distribute snacks on Sunday mornings for 1, 2, 3 and 4 year-old rooms.
- To check in with volunteers from each room to be sure any accident/incidents, such as child injury are recorded properly and the parent and church leadership is notified.
- To check to be sure rooms are staffed properly and running smoothly before leaving to attend service.
- To ensure paging system is in working condition weekly.
- To personally retain a pager #, in the event that nursery volunteers need assistance while coordinator is in worship services.
- To recruit and train childcare volunteers.
- This is a part-time position of 10 hours per week.
- Work closely and communicate clearly with Children's Director regarding classroom curriculum.
- Assist Children's Director planning church events as needed.