

# Sherwood Oaks Christian Church

## Early Childhood Coordinator

### Bloomington East

#### (Part Time Hourly)

**Mission Statement of the Children's Ministry:** We partner with families in leading kids to develop a deep understanding of who God is and a love for others that reflects God's love for us.

**Values of the Children's Ministry:** Live like God owns everything  
Mentor across generations  
Think like everyday missionaries  
Tell life-changing faith stories  
Create fun, refreshing experiences

**Position Objective:** This part-time ministry leader will work under the direction of the Director of Children's Ministry and with the CM staff and volunteers to carry out the mission of the Children's Ministry.

**Personal Qualifications:**

- A "we can do it" and "how can I help you" team attitude, with flexibility and adaptability in carrying out the CM mission and working with other staff and volunteers
- A heart to serve kids, parents, and volunteers
- The ability to lead, attract, invite, motivate, equip, and encourage volunteers
- A collaborative approach to leadership
- Excellent verbal and written communication skills
- Organizational skills
- Proficient computer skills (Word, Excel, Power Point, Publisher)
- Strong regard for details
- Self-starter

**Responsibilities include, but are not limited to:**

1. **Bloomington East Ministry:**
  - Lead the Early Childhood Ministry on Sunday mornings, Wednesday evenings, and Friday mornings by
    1. preparing curricula—lessons and activities
    2. inviting and placing volunteers, keeping track of volunteers' schedules, and sending weekly reminders to volunteers
    3. being present for volunteers, kids, and parents involved in early childhood programs

- Participate in CM vision casting, policy development, and event planning
- Help manage CM events (VBX, Parents’ Night Out, etc.)
- Build encouraging and supportive relationships with parents, volunteers, and kids
- Aid in inviting, retaining, and supporting all CM volunteers
- Set up and maintain clean, professional, and safe environment in classrooms
- Help develop training materials for volunteers and host training seminars
- Maintain a high level of confidentiality, integrity, and grace when working with parents, volunteers, kids, and other staff members
- Ensure that all required program elements are in place for each CM program and event by either
  1. delegating portions of the program to responsible, growing leaders and then following up and supporting them OR
  2. personally making sure elements are in place

## 2. **Work Schedule**

- 15 - 20 hours per week (more or less depending on CM events)
- The majority of these hours would need to be scheduled during business hours to coordinate with other paid staff, while some can be done at home.
- 3-4 hours would need to occur on Sunday mornings to oversee the Early Childhood program
- 2-3 hours would need to occur on Wednesday evenings to oversee the Early Childhood program
- 2-3 hours would need to occur on Friday mornings to oversee the Early Childhood program
- Must attend CM Team Meeting on 1<sup>st</sup> Monday of the month for 1.25 hours
- Must attend CM East Team Meeting on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of month for 1.25 hours.