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**Position Title:** Woodmen Heights (WH) Early Childhood Assistant

**Hours/week:** 20 hours/week (Part-time)

**Reports To:** WH Early Childhood

**Grade:** non-exempt

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**PRIMARY RESPONSIBILITIES:**

1. Helps oversee all aspects of Early Childhood Ministries and ensure consistent quality at each service time for Early Childhood Ministries; maintains regular communication with Division Leaders (DLs) and Ministry Partners (MPs)
2. Builds community with WH Early Childhood families
3. Part of Woodmen Kids team, initiating/implementing ideas/updating programs; participates with program/event development
4. Helps coordinates with Access (special needs) Ministries on the WH Campus
5. Participates in organization and plans of special events and supplemental programming under supervision of WH Early Childhood
6. Supports administration for weekend services
7. Helps oversees teaching on weekends; assists with teaching supplemental/special classes as needed
8. Assists in recruiting and onboarding of WH Kids MPs
9. Helps work with Facilities Team to ensure facilities are safe for children
10. Mandatory reporter/advocate for children; keeps WH Early Childhood informed of situation(s)
11. Maintains specified, yet flexible weekly office hours
12. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

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1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 2-3 years paid experience working in Children's Ministry in a large church setting
4. Previous experience creating, coordinating and managing both large- and small-scale events
5. Experience working with children; ability to positively interact with staff, children, parents and MPs
6. Excellent organizational and administrative skills; detail-oriented and flexible with a team spirit
7. Good written and verbal communication skills; computer skills with proficiency in Mac programs, Microsoft Windows, Word, Excel, Outlook, Arena and the Internet
8. A desire to create an environment where children receive every opportunity to build a solid foundation of faith, encouraging them to receive Jesus as their personal Lord and Savior
9. A desire to work with adults who would be fulfilled by using their gifts working with children
10. Ability to lift and carry 35 lbs.
11. Reliable transportation