

GENERAL DESCRIPTION:

This position oversees all aspects of ministry relating to Early Childhood Ages and their families (Children: 0 to 5 years olds). Directly responsible for the Sunday Morning Programs and Special Events where the ECC program is being offered on Sunday mornings (ie, Easter, Christmas Eve/New Years).

REPORTS TO:

SRC Kids Director

TEAM MEMBERSHIP:

Children's Ministry

PRIMARY JOB FUNCTIONS INCLUDE (but are not limited to):

- Organizing and implementing the Curriculum for the Early Childhood department.
- Supervising, training, recruiting, and scheduling of volunteers for the Early Childhood department.
- Assist in office operations.
- Works closely with the Elementary Coordinator to develop and implement cohesive programs.
- Create a loving, joyful, and safe environment for the children and their families, not only in the classroom but throughout every aspect of the Early Childhood department.

Specific Project Responsibility (includes but is not limited to):

- Recruits, trains, and supervises volunteers who serve in the Early Childhood Ministry.
- Create opportunities for families to hear the Good News, through events and gatherings.
- Organizes Planning Center and Arena for volunteer scheduling and communication.
- Coordinate Volunteer training process.
- Organizing and maintaining a volunteer rotation schedule.
- Assist in planning and hosting Volunteer Appreciation Events.
- Plan and execute continual training for existing Volunteers.
- Manage Volunteer Database.
- Fill in to teach when needed.
- Maintain cleanliness of classrooms.
- Create and maintain meaningful relationships with the families of SRC.

Accomplishment of responsibilities will necessitate (but is not limited to):

- Must be present on Sunday's prior to and during church services. Set-up and church time run from 8:00 am – 12:30 pm.
- In addition, may be asked to be present during special events and holidays.
- Must be present on campus to accomplish tasks during the week.
- The position allocates a total of 20 hours a week, including Sundays. You will need to be flexible, as troubleshooting occurs when you are not in the office due to last minute cancellations. Calling/texting substitutes are required at unpredictable times.

QUALIFICATIONS REQUIRED:

- Experience working with children
- Experience working with people, including strong verbal and written communications skills
- Must be organized, have a strong attention to detail, and work within a deadline
- Must be able to problem-solve and adjust to changing situations as needed
- Strong interpersonal skills, including managing people
- Knowledge of Microsoft Word, Excel, (or Pages and Numbers if using a Mac) and some graphics publishing software such as Adobe Creative Suite are desirable.

PERSONAL REQUIREMENTS:

SRC Membership is required. Involvement in the church community is important. A love for God's Word and teaching it to children is needed. The individual will need strong faith to lead volunteers in a changing and at times stressful environment. The job requires interfacing with parents, children and volunteers. To keep children safe, you will need to uphold policy and draw a line in the sand, all the while being gracious to parents who are demanding. You will need to fill unexpected gaps in the moment when volunteers don't show, bringing subs up to speed quickly.

SPIRITUAL GIFTS:

Administration, Communication, Faith, Discernment, Leadership, Mercy, and Shepherding.