

Job Description

TITLE: Early Childhood Coordinator	SUPERVISOR: Kids Ministry Director
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PURPOSE STATEMENT:
This position is responsible for providing leadership and coordination for Early Childhood Kids Ministry for children ages birth through Pre-Kindergarten.

ATTRIBUTES:
<ul style="list-style-type: none"> • Faith-filled. A strong personal relationship with Jesus Christ and a calling to share His love and teachings with young children. • People-focused. Loves connecting with and is experienced in recruiting and leading diverse groups of people. • Planner. Works in advance to make ministry happen in an organized, consistent way. • Positive. A proactive collaborator and team player. • Developer. Eager to see people grow to their fullest potential. • Innovative. Able to create, problem-solve, and think outside the box.

RESPONSIBILITIES:
<p>Kids Ministry Early Childhood Volunteers</p> <ul style="list-style-type: none"> • Builds a community of volunteers to make volunteering a profoundly enriching experience; • Recruits, trains, schedules, and provides ongoing coaching and support to volunteers; • Oversees the spiritual growth and skills development of volunteers; • Coordinates volunteers to ensure lesson preparation, securing needed supplies, and set-up/clean-up of classrooms. <p>Kids Ministry Early Childhood Students</p> <ul style="list-style-type: none"> • Provides a nurturing, safe, and secure environment for young children to pursue a Whole Life in Jesus; • Follows and enforces all child protection policies and procedures as stated in the Child Protection Policy and Procedure Manual; • Provides administrative and registration support for Kids Ministry programming and events. <p>Creative and Administrative</p> <ul style="list-style-type: none"> • Contributes to the creative planning process for occasional special worship services and events, including but not limited to Summer Blast, Eggstravaganza, The Christmas Experience; • Other duties as assigned by the Kids Ministry Director.



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WORK SCHEDULE:

Part-time position working a maximum of 28 hours per week with typical working days normally including Tuesdays 7:30am – 3:30pm, Wednesdays 8:00am – 3:30pm, Fridays 8:00am – 3:30pm, and Sundays 8:00am – 1:00pm. Occasional meetings and commitments require additional time outside regular work hours, including participation in all-hands-on-deck events.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Knowledge and/or experience with preschool and early childhood development;
- Experience with a variety of approaches, models, and resources necessary for carrying out a vital creative ministry geared toward children;
- Strong written and verbal communication skills;
- Exceptional skills in working with people;
- Ability to provide leadership for a large number of volunteers and build ministry teams by raising up and investing in volunteer leaders;
- Ability to work effectively with all Microsoft Office applications. Database management experience is a plus;
- Strong personal commitment to Jesus Christ, a member of Pathfinder, or an eagerness to join the Pathfinder community.