



JOB DESCRIPTION

TITLE: Community Kids Early Childhood Director
SUPERVISOR: NextGen Pastor Alex Wierda
WORK HOURS: 40-45 hours weekly
PAY METHOD: Salary

POSITION SUMMARY

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a Christ Follower, have a heart for ministry and a desire to see God's kingdom advance, and be committed to making Community Christian Church (Community) your church home, where you worship and serve.

The Early Childhood Director will oversee all aspects of the Community Kids ministry for children birth - PreK, including Sunday services, Wednesday evenings, and Special Events. He/she will serve as the primary leader and communicator for the Early Childhood Ministries at Community Christian Church. The Early Childhood Director will seek to creatively implement the overall vision of Community in an age-appropriate manner to the kids with which he/she will work.

GOALS & EXPECTATIONS

- Constantly work on plans to improve the Early Childhood Ministry environment at Community within the overall plan for Community Kids and the NextGen Ministry at Community.
- Work as a team player with the rest of the NextGen staff and the entire Community staff.
- Provide a model for children by example of personal integrity, discipleship, and evangelism.

SPECIFIC RESPONSIBILITIES

- Lead from the "stage" for Community Kids events with the goal to develop others to do the same.
- Teach kids and recruit teachers who can serve in the Early Childhood Ministry with a high energy level.
- Recruit small group leaders and other volunteers for the Early Childhood Ministry.
- Evaluate current volunteers to ensure that everyone is serving in the area where they should be serving.
- Connect with both children and parents who are part of the Early Childhood Ministry.
- Maintain a detailed plan for the week including a daily log of activities.
- Plan, edit and arrange for printing of Early Childhood lessons and activity pages.
- Phone calls – make at least 10 phone calls a week for the recruiting of volunteers and building relationships with existing volunteers and families.
- Handling kids' offering and other money collected for the Early Childhood Ministry.
- Record and report Early Childhood attendance in church database and to Database Manager.

- Pass along First Time Guest (FTG) cards to Database Manager and communicate with FTG families.
- Weekly emails to Early Childhood volunteers.
- Attend weekly Community Staff Meeting and meetings of the NextGen staff.
- Update database listing of volunteers in the Early Childhood Ministry.
- Develop a team of volunteer greeters to greet Early Childhood Ministry families.
- Ensure all items are stocked and ready for Sunday (promo cards, updated posters, FTG cards, paper tags, check-in supplies, stock check-in stations, etc.)
- Childcare weekly lists updated on boards
- Ensure all media needed for Early Childhood Ministry services is ready.
- Run any needed weekly reports (attendance, volunteer status reports, etc.)

PHYSICAL AND OTHER REQUIREMENTS

- Must be able to lift at least 30 pounds.
- Ability to climb stairs and walk the distance between the Auditorium and NextGen Buildings.

EDUCATION & EXPERIENCE

- Bachelor's Degree preferred and two years of experience in children's ministry, preferably in a leadership capacity
- Previous experience of 3-5 years instead of a degree