



Job Description

Position Title: Early Childhood Coordinator
Reports To: Kids Pursuit Director
Revised: 9-5-18

Department: Family Ministries
Status: Part Time 20-25 hours per week
Pay: Hourly

Primary Purpose

To schedule, lead, and train early childhood Team Members (0-5yr).

Specific List of Responsibilities

- Create a welcoming environment in the early childhood area.
- Recruit, train, and lead early childhood team members.
- Take the lead in the Early Childhood area on Sunday morning.
- Prep for Team Members and be hospitable to them as they serve.
- Learn and utilize Planning Center Online for scheduling.
- Create an engaging environment for maximum spiritual impact.
- Ensure curriculum and needed supplies are in place for the preK and 4's & 5's room.
- Schedule Team Members and communicate with them during the week.
- Help and oversee the recruitment process.
- Oversee and train new Team Members.
- Communicate with parents any issues/problems. Be the consistent contact person to whom parents can communicate special needs.
- Maintain supplies for all rooms – replenishing snacks, batteries, fixing toys, determine when new toys or equipment is needed.
- Work with the Family Ministry Team on special events.
- Other duties assigned by the Lead Pastor and Kids Pursuit Director.

Position Requirements

Supervisory:

- Strong ability to lead and love Team Members

Knowledge/Skills/Abilities:

- Ability to schedule
- Ability to use Planning Center Online.
- Ability to communicate clearly and concisely, both orally and in writing
- Coachable and takes direction well
- Able to work independently, as well as with a team.

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle.
- Models standards and expectations of leaders within The Pursuit, including . . .
-Ownership with The Pursuit church.

- Regularly attend one of the available services.
- Abstain from illegal substances.

At The Pursuit we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

Direct Report

- Direct Report to Kids Pursuit Director

Reviews

- Quarterly Review with Kids Pursuit Director

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation. I understand and agree to the pay, vacation, benefits, direct report, and review process above.

Applicant Signature/Date

Management Signature/Date