

# Job Description

## Early Childhood Director

### **Job Description**

The Early Childhood Director oversees the ministry and spiritual development of children from birth through kindergarten. This position is responsible for reaching unchurched children and families in the community, sharing the gospel with them, and connecting them to the church's mission and activities.

Key responsibilities include recruiting and equipping volunteers to serve in Children's Ministry, particularly as small group leaders. Building meaningful relationships with children, their parents, and ministry volunteers is a central focus of this role. The Early Childhood Director will also organize and implement the overall structure of the ministry, ensuring it aligns with the church's mission of reaching, helping, connecting to Jesus and our connections "We love, grow, give, go".

### **Principal | Direct Responsibilities**

- Prayer is our number one job.
- Execute Children's Ministry on a weekly basis.
- Lead efforts to minister to the parenting needs of the church body.
- Establish a long-term vision for how the church should engage the children and families.
- Updates the church's CRM with new family information and assigns to the correct class.
- Stocks the rooms for Sunday services.
- Oversee all summer activities of the children's ministry including summer camps and activities.

### **Status**

Part Time (25 hrs/wk) Sunday through Thursday

Flexible hiring date now through June 2025

### **Supervision**

Reports to the Children's Pastor

## **Pay Range**

\$35-40K, depending on experience and ability. Benefits are not included.

## **Required Skills and Competencies**

1. Spiritual Maturity
  - A deep, personal relationship with Jesus Christ and a commitment to living out the gospel.
  - Agreement with the church's statement of faith and core values.
2. Relational Skills
  - Ability to connect with children, families, and volunteers in a meaningful way.
  - Strong interpersonal and communication skills.
3. Leadership Abilities
  - Proven ability to recruit, train, and lead teams of volunteers.
  - Visionary leadership to develop and grow a dynamic children's ministry.
4. Teaching and Curriculum Development
  - Experience designing and implementing age-appropriate Bible-based teaching.
  - Ability to communicate biblical truths effectively to young children.
5. Organizational Skills
  - Strong planning, time management, and administrative abilities.
  - Capability to manage budgets, schedules, and ministry logistics.
6. Adaptability and Creativity
  - Flexibility to adapt ministry to the unique gifts of the Pastor while aligning with the church's mission.
  - Creativity in developing engaging and relevant ministry programs.

### Qualifications:

- Preferred: Bachelor's degree in Early Childhood Education, Ministry, Theology, or a related field.
- Preferred: Previous experience leading children's ministry or similar roles in a church setting.
- Familiarity with child development principles and teaching techniques for early childhood.

### Work Environment:

- This role involves Sunday morning responsibilities and participation in churchwide events.
- Evening and weekend commitments may be required for special events and activities.

*This job description is not all-inclusive and other duties may be assigned as directed.*