

## POSITION DESCRIPTION

Date: August 21, 2017

Position Title: Early Childhood Coordinator

Status: Part-Time

Reports To: gsKidz Pastor



### JOB DESCRIPTION:

The gsKidz Early Childhood Coordinator is responsible for providing support, organization, and administration to the gsKidz **ministry, "Early Childhood"** department, GS staff, families, and volunteers. The Early Childhood Coordinator will help facilitate a culture of **creative, enthusiastic, and relevant children's ministry by joyfully serving** the volunteers and families of gsKidz and Gracespring Bible Church. This culture will thrive on providing spiritual, physical, emotional, and mental care, alongside an environment of safety and structured policies. We seek someone who is able to execute "the details", flourish in relational leadership, recruit and train leaders, creative thinker, servant hearted, teachable spirit, and has a warm caring nature. Should be able to provide reliable service by focusing on training, equipping, and appreciating volunteers who in return provide quality child and spiritual care.

### Key requirements for this individual would be:

This role of Early Childhood Coordinator demands public and private loyalty and support for the Gracespring family, gsKidz pastor, staff, and volunteers. In order for this position to be effective, candidates should possess a fun-loving personality, coupled with strong leadership traits such as: delegation, equipping, confrontation, discipleship, and recruitment.

Ideal Office/Work Hours: *(Based on a 17 hour work week)*

### SUMMER HOURS

- |             |  |                  |           |                  |
|-------------|--|------------------|-----------|------------------|
| • 6.5 Hours | Tuesday  | 9:00am - 3:30pm  | 7.5 Hours | 9:00am - 4:30pm  |
| ◦           | <i>Attending our weekly GS staff meeting at 9:30am and All Staff meeting monthly</i> |                  |           |                  |
| ◦           | <i>Attending our gsKidz Team Meeting 12:30pm-2:00pm</i>                              |                  |           |                  |
| • 6 Hours   | Thursday   | 9:00am - 3:00pm  | 6 Hours   | 9:00am – 3:00pm  |
| • 4.5 Hours | Sunday   | 8:00am - 12:30pm | 3.5 Hours | 9:00am – 12:30pm |

### Roles & Responsibilities:

- Recruit and schedule all Early Childhood programming and events – **including "Child Dedication"**
- Oversee the EC curriculum, programs, and events – coordinating with the gsKidz pastor
- Assist in the development and accountability of gsKidz **"Policy and Procedure" manual**
- Develop a system of training new volunteers, as well as, utilize current systems of training current volunteers
- **"Fine Tune"** communication procedures and systems with children, parents, staff, and volunteers
- Assist with the development and utilize our Deacon ministry
- Prioritize family discipleship, resourcing, and equipping
- Operate ministry spending in keeping with provided budget

### Physical Duties:

- Maintain stock, ordering, and accurate inventory, of all Early Childhood supplies, materials, forms, and snacks (both child and volunteer)
- Maintain organization, sanitization, and cleanliness of the entire Early Childhood wing, kiosk, counters/shelves, rooms, room items/toys, hallways, and storage areas
- Set up and tear down supplies, rooms, hallways, etc - from weekly programming

#### Additional Expectations

- Attend Elementary events, ministry activities, trainings, extra meetings, seminars, and conferences
  - *Flexibility is provided*
- Participate in gsKidz team enrichment opportunities: including book reading, completing any requested reports, and evaluations
- To possess, or obtain, a CPR and FA certification for infants, children, and adults
  - Provide paid CPR and FA certification for Early Childhood team leaders
- Learn all Gracespring and gsKidz computer programs and software

#### Position Qualifications:

- Minimum of 2 years of proven leadership experience in Early Childhood Education desired
- Degree in Early Childhood Education preferred, but not required
- Ability to learn, teach, and revise curriculum for ages infant – Pre K (Training provided)
- Must have good organizational skills, skilled in training and equipping volunteer teams, and the ability to delegate
- Excellent communicator, both orally and written
- Ability to tactfully confront parents of young children about behavior, hygiene, illness, incident reports, etc - in cooperation with gsKidz policy and procedures
- Proficient with computers on both Mac and PC platforms. Microsoft Office programs a must
- Detail oriented and competent administratively
- Ability to recruit adults/parents through relational leadership and vision casting

#### Gracespring Staff Qualifications:

- Demonstrates a growing relationship with Christ and a love for God and His people.
- Shows evidence of control by the Holy Spirit and a commitment to righteousness in all aspects of personal life and ministry.
- Is in agreement with our [statement of faith](#)
- Proven ability to submit to others out of reverence for Christ (Ephesians 5:21)
- Ministry minded, organized and self-motivated
- An active member of gracespring or willing to become one upon being hired
- Drive for excellence and continual improvement in ministry initiatives

#### Hours/Compensation:

Compensation based on a 17 hour work week, as well as, personal qualifications and work experience?