



## Job Description and Qualifications

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Job Title:	<b>Celebration Place Coordinator</b>
Campus:	Gig Harbor
Department:	Care (213)
Position Status:	Hourly, Non-Exempt (eligible for overtime)
Position Schedule:	Part-time, 6 hours per week (Wednesday 2pm – 3pm & 4pm – 9pm)
Reports to:	Director of Care Ministries
Date:	March 2020

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### **PURPOSE**

Provide leadership and oversight to “Celebration Place”, our children's program (birth through 5th grade) that compliments Celebrate Recovery.

### **PRIMARY DUTIES**

- While adults explore topics that bring healing and wholeness in the Celebrate Recovery programs, provide opportunities for children to discover the same truths in age appropriate ways.
- Participates in lesson and program planning, staff meetings, and conferences with parents when appropriate. Implement element and approaches with children that are a fit for our program and children, which may include writing curriculum to keep program engaging and up to date
- Create a sense of fun in a disciplined atmosphere with children, staff and volunteers.
- Create relationships with parents, children and co-workers that reflect ideals of the Care Ministries Department and Celebrate Recovery.
- Works in cooperation with Early Childhood department leaders to manage staffing, scheduling and supplies.
  - Perform routine clerical tasks and operate a variety of educational and office related machines and equipment

### **EDUCATION AND EXPERIENCE**

- High school graduate or equivalent.
- One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment preferred.
- Experience overseeing an Early Childhood program, including supervision of employees and/or volunteers preferred.
- Previous supervisory experience recruiting, developing, and growing volunteers. This includes scheduling and managing volunteers as well as handling and resolving difficult situations in a skilled, professional manner.
- Experience working with children mental health or disabilities highly preferred
- Understanding and/or knowledge of the 12 step recovery process

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Alignment with Chapel Hill’s values and agreement with the EPC Essentials of the Faith ([epc.org/about/beliefs](http://epc.org/about/beliefs)). Represents Chapel Hill to new families--understands mission.
- Growing personal commitment to Jesus Christ, the body of Christ and God’s work in the world.
- Demonstrate an understanding, patient, and receptive attitude toward varied age groups, particularly those exhibiting specialized needs.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors
- Understanding of and commitment to the Care Department’s goals and the Celebrate Recovery model.

- Familiarity with best practices in early childhood. Flexible and skilled in nurturing children of varying backgrounds and abilities.
- Ability to communicate effectively with work team.
- Ability to use church computer interfaces.

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**All employees are required to pass a criminal background check prior to start of employment.**

*All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.*