



Job Description and Qualifications

Job Title:	Early Childhood Ministry Assistant
Department:	Early Childhood
Position Status:	Hourly, Non-Exempt (eligible for overtime)
Position Schedule:	Part-time (30 hours per week)
Reports to:	Director of Early Childhood
Supervises:	Volunteers
Date:	January 2020

PURPOSE

To provide coordination and leadership in the Early Childhood ministries

PRIMARY DUTIES

On-duty Lead Staff: greet families, train and oversee team, maintain safety standards, maintain cleanliness standards in rooms, teach curriculum:

- Sundays –lead Main Nursery and Toddler/Two’s rooms for Sunday School
- Tuesdays- (Women’s Life/Mama’s Life Groups childcare, prayer & share, departmental meeting)
- Wednesdays (Alpha/CR/Life Group childcare)
- Thursdays- MOPS days –X2 month (MOPPETS lead staff)
- Saturday – in rotation (as needed)

Scheduling: assign and confirm workers, send reminders via text for Saturday night service, 9am and 10:45 Sunday services, Tuesday morning childcare, Wednesday night childcare, MOPPETS care and Special Events as needed.

Other administrative duties: complete the following tasks related to Early Childhood ministry:

- Prep sign-in clipboards, child labels, computer check-in materials
- Set correct room signage for programs
- Prep teaching buckets and resources for classrooms
- Track worship attendance with special attention to new families
- Connect with new families via e-mail/gifts/follow-up calls
- Participate in department planning/calendar, assist with special events and additional programs as needed
- Help director train new staff and volunteers
- Assist staff with timecards/help director complete payroll tasks

EDUCATION AND EXPERIENCE

- Certificate or degree in Early Childhood Education preferred.
- Experience overseeing an Early Childhood program, including supervision of employees and/or volunteers.
- Previous 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Alignment with Chapel Hill’s values and agreement with the EPC Essentials of the Faith (epc.org/about/beliefs).
- Represents Chapel Hill to new families- understands mission
- Familiarity with best practices in early childhood

- Ability to model preferred protocols for staff and volunteers
- Leads with compassion and willing to share faith
- Ability to communicate effectively with work team
- Comfortable leading young children
- Ability to use church computer interfaces

Hourly Breakdown: 30 hours per week:

- Sunday: 5 hours Nursery Lead Staff
- Monday: (flexible) 6 hours scheduling and volunteer recruitment
- Tuesday: 4 hours Nursery Team/3 hours Nursery Scheduling & Prep/Attendance tracking
- Wednesday: 4 hours Nursery Team/3 hours Nursery Schedule & Prep
- Thursday: 4 hours MOPPETS coordination/2 hours week-end set-up
- Saturday: on rotation for Nursery Team- as needed, flexed from week.

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.