



Job Description and Qualifications

Job Title:	Early Childhood Ministry Coordinator
Department:	Early Childhood
Position Status:	Hourly, Non-Exempt (eligible for overtime)
Position Schedule:	Part-time (~22 hours per week)
Reports to:	Director of Early Childhood
Supervises:	Early childhood volunteers
Date:	March 2020

PURPOSE

To provide coordination and leadership in the Early Childhood ministries, with an emphasis on staff and volunteer care, placement of children, and communication with parents.

PRIMARY DUTIES

1. On-duty Lead Staff: Serve as lead caregiver greeting families, training/overseeing team, maintaining safety standards, maintaining cleanliness standards in rooms, and teaching curriculum:
 - Sundays – weekend worship in Nursery/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
 - Saturday – weekend worship in rotation with others (as needed)
2. 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, and special events as needed.
3. Other administrative duties:
 - 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, assist with special events/additional programs as needed
 - Help director train new staff and volunteers
 - Assist staff with timecards/help director complete payroll tasks

EDUCATION AND EXPERIENCE

- High school diploma or GED required; certificate or degree in Early Childhood Education highly preferred.
- Previous experience working in an Early Childhood program required.
- Previous experience overseeing an Early Childhood program, including supervision of employees and/or volunteers highly preferred.
- 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.
- Passion for supporting and connecting to families with young children.

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.
- Proficiency in Excel and Database management; ability to use church computer interfaces.
- Demonstrates a warm, inviting, and relational personality. Excellent verbal communication skills and rapport w/ parents, children and staff.
- Ability to model preferred protocols for staff and volunteers.
- Strong organizational skills
- Comfortable communicating through email, text and phone to volunteers, mothers and program leaders.
- Comfortable working with children between the ages of 3 months to 6 years.
- Ability to work collaboratively and communicate effectively with work team and parents.

SCHEDULE

- Sunday: **5 hours** (8:00 am – 1:00 pm) as Lead Nursery Caregiver
- Monday: **9 hours** (flexible days and hours) for volunteer recruitment, lesson prep, staff scheduling, attendance tracking, daily set-ups, database updates, training, and meetings.
- Tuesday: **3 hours** (8:45 am – 11:45 am) as Lead Nursery Caregiver
- Wednesday: **3 hours** (5:45 pm – 8:45 pm) as Lead Nursery Caregiver
- Saturday: **2 hours** (on rotation, as needed) as Lead Nursery Caregiver. Note: Additional time needed for handling staffing changes that occur over the week-end.

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.