



POSITION

Early Childhood Lead

VISION

Create a welcoming and engaging atmosphere for infants-preschoolers, and their parents, to begin hearing and experiencing God's story.

ROLES/RESPONSIBILITIES

Create an inviting environment in Infant – Preschool rooms:
Welcome new children and families
Display warmth and care
Communicate safety
Love that their children are here

Curriculum:

Create and identify the environment and experience to enhance the curriculum
Edit, adapt, rewrite lessons to maximize time and match goals
Partner with Admin Lead for curriculum production

Schedule Sunday Serve Teams for Infant – Preschool
Arrange any necessary substitutions for classes
Sunday supervision of EC teams and rooms

Equip and engage volunteers:

Welcome each week
Communicate weekly information
Train in the moment and identify key training topics
Ensure classrooms have all necessary supplies and support materials

Be an active member of the Children's Ministry Team
Attend all-staff meetings if appropriate

ACTIONS & ATTRIBUTES

Contagious faith in Jesus Christ; grounded in scripture
Lead: self, healthy teams, committed volunteers
Learn: continually
Grow: self, ministry
Passion: ministry, mission
Present and engaged: meetings, church events, worship experiences
In the community: be involved
Team: contribute, engaged, make it better
Communication: strong, engaging, age appropriate
Understand Educational Development: scope and sequence
Creative: capture the imagination
Responsible: uphold Safe Church, ensure background checks complete.

A FEW DETAILS:

Part Time

Work most Sundays with flexible hours during the week

Coursework and/or practical experience related to children in the Birth – Age 3 category.

Basic understanding of computer programs such as Word, Publisher, Excel, Adobe and a database program (Access, Microsoft Database system, FileMaker Pro).

Ability to recruit teachers, helpers, and other volunteers for a variety of venues.

Possess the ability to train volunteers in classroom management and effective teaching techniques of Biblical principles and facts.

Demonstrate a heart for sharing the Gospel with children and foster their growth in Him.