

**Job Title:** Early Childhood Coordinator

**Reports to:** Children's Disciple-Making Director (CDD)

**Days:** Tuesday, Wednesday, Thursday, Sunday

**Location:** Initially, in the office with limited flexibility. More flexibility will be offered at the 90 day review based on performance.

**Job Summary:** EFCCL provides a team of people and several programs to disciple children. We want our families to follow Jesus, connect in community, and make disciples. With children, we plant seeds of faith, grow hearts of faith, and help them to nurture faith habits. We are seeking a coordinator to oversee all functions of the early childhood area from age 0-5 and assist the Children's Disciple-making Director as needed. The Coordinator will equip teams to warmly engage young families in the life of the church. The Coordinator will work closely with the Children's Disciple-making Director and other professional staff to complete the overall disciple-making plan for children, concentrating on children aged 0-5. The position encompasses ministry on Sunday mornings, regular office hours during the week, with potential for expanding the responsibilities in the future.

### **Responsibilities and Duties**

- Recruit, train, and lead unified and creative teams, providing adequate staffing for classes.
- Provide age appropriate opportunities for consistent spiritual formation.
- Warmly welcome all families including visitors, both verbally and through the environment.
- Create classrooms and common spaces that are engaging for children.
- Communicate clearly and regularly with your volunteer team and the families of EC.
- Enforce policies and procedures for each room.
- With the CDD, equip parents through resources and special classes.
- Ensure smooth transitions between age levels.
- Learn through staff meetings and other opportunities for professional development.

### **Qualifications:**

The individual holding this position must:

- Be an active member of EFCCL in good standing.
- Adhere to the Child Protection Policies of EFCCL.
- Have a passion for Christ and a love for people, with a vision for discipling and ministering to preschool children.
- Have strong leadership, organization, and administrative skills.
- Have strong recruiting and team building skills.

- Have excellent interpersonal skills with staff and families.
- Have a high level of integrity and maturity. Keeps the confidence of others.
- Has excellent computer skills, and must learn all software used by the church.
- Has a strong work ethic, and is willing to do what is required of the position.