



## **MINISTRY AREA: Early Childhood Ministry**

**Position Title:** Early Childhood Coordinator

**General Description:** The Early Childhood Coordinator provides overall leadership to the Early Childhood Ministry of High Point Church. This role's main responsibilities are providing vision, staffing, and ensuring all volunteers understand their role, are equipped with each week's activities and are aware of the crucial impact they have in the children's lives who participate in High Point Church's Kids Ministry. The Early Childhood Coordinator must have a passion for excellence and the genuine transformation of kids and parents.

### **Purpose:**

1. Be the primary vision-caster for the Early Childhood team.
2. Recruit, direct, and encourage Early Childhood teachers, assistants, and staff.
3. Be the Early Childhood staff lead for Sunday services.
4. Ensure that each Early Childhood volunteer is prepared and trained to serve in their given role.
5. Attend ministry/training meetings as invited to function on the larger HPC staff team
6. Regularly attend a Sunday morning service
7. Work to reproduce yourself (raise up future Kids Ministry leaders).

### **Staffing**

1. Ensure that the Early Childhood team is fully staffed for all services
2. Work with Team Leaders, KidsMin Director, and other KidsMin leaders to build volunteer teams
3. Assist in staffing events that require Kids Ministry programming or childcare.

### **Administration**

1. Oversee volunteer application and placement processes for the Early Childhood ministry
2. Ensure that child safety policies and procedures are communicated and practiced within the Early Childhood ministry spaces
3. Lead teams in ministry evaluation and planning
4. Organize weekly lessons and schedules, both short term and long term
5. Assist volunteer leaders in finding substitutes for absences
6. Send out communication with volunteer team
7. Order curriculum when necessary
8. Support overall Kids Ministry in large event planning and execution

### **Skills/Talents:**

1. High Point Church member (or working towards) who shares our values and vision for ministry and regularly nurtures their own spiritual growth
2. Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others
3. Ability to work independently or as a member of a team

4. Ability to multi-task and stay on track with regular interruptions
5. A positive attitude and outlook
6. A spirit of enthusiasm and optimism
7. The ability to work well with people and to resolve conflict well
8. Sincere humility, a teachable spirit
9. Ability to maintain high standards of confidentiality with sensitive information.
10. Demonstrated interpersonal, verbal, and written communication skills, including strong listening skills
11. Initiative to grow/learn and a desire to lead
12. Willing to take constructive criticism and be a team player
13. Ability to lead up to 25 volunteers

### **Education and Experience**

Education or Early Childhood degree and/or experience

Experience with leading volunteers

Helpful:

- Google Suite

### **Time**

15 hours per week

Sunday: ~4 hours

Seen as equivalent to a deacon role as it pertains to the spiritual growth and the shaping of people within the congregation, therefore the leadership qualifications of 1 Timothy 3:8-13 apply:

1. Worthy of respect and self-controlled
2. Sincere in heart and faith
3. Full of the Spirit of God
4. Not pursuing dishonest gain
5. Holding onto Biblical Truth
6. Tested and affirmed

*Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values. This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

**Direct Report:** HPC Director of Kids Ministry

**Length of Service:** One year