

## **Job Description | Journey Kids Early Childhood Coordinator—West County**

Authored by:

Date Revised:

### **Qualifications:**

- Fulfills the Journey's membership requirements as outlined in the membership covenant
- Fulfills the character qualifications and duties of deacons as taught in Scripture (1 Tim 3:8-13)
- Ability to teach about God and His ways in an age-appropriate fashion
- Previous experience with implementing curriculum for early childhood kids
- Spiritual gifts of administration, shepherding or teaching preferred
- Excellent written and verbal communication skills

### **Basic Job Description:**

This part time position provides overall direction for the Early Childhood ministry (birth—Pre-k) through vision-casting and leadership. This position will be primarily responsible for recruiting, training, and developing the volunteers that serve as early childhood small group leaders and student leaders. This position will ensure the implementation of Christ-centered curriculum and look for ways to partner with parents of early childhood kids in their role as the spiritual leaders of their families.

### **Duties and Responsibilities:**

- Oversee the Early Childhood program during Sunday morning services.
- Work with Location Director on placing kids in an age-appropriate small group each year.
- Give feedback and assist the Programming Director in adapting Large Group and Small Group curriculum for all early childhood kids.
- Support the Location Director in creating and leading special events and training.
- Suggest ways that Journey Kids can partner with parents to help kids follow Jesus for a lifetime.
- Assist the Location Director with recruiting and training volunteers for the early childhood rooms.
- Provide volunteers with weekly lesson materials and leader guides.
- Assist the Location Director with interviewing and placing volunteers and student leaders in their classroom teams.
- Maintain the volunteer schedule for the early childhood rooms.
- Support volunteers in their personal growth.
- Coordinate periodic volunteer appreciation gifts and/or events.

Status: Part-Time, Exempt

Hours: 12 hours/wk

Benefits:

Reports to: West County Location Director