

Job Description

- Position:** Director of Early Childhood Ministry
- Classifications:** 20 hours, Program Staff, Exempt
- Reports To:** Associate Minister for Christian Education and Spiritual Formation
- Evaluation Due:** Annually by Associate Minister for Christian Education and Spiritual Formation
- Supervises:** Nursery Personnel
- Physical Demands:** Requires sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a PC, photocopier, calculator, typewriter and other office equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.
- Staff Liaisons:** Early Childhood Education Committee

General Duties and Responsibilities

The Director of Early Childhood Ministry oversees and implements all aspects of early childhood education and programming for children from birth up through kindergarten. This includes, but is not limited to planning, conducting, and evaluating all aspects of preschool programming. The Director of Early Childhood Ministry will be the voice for both the needs of and the faith development of the preschool church population.

Qualifications

Four year college degree, preferably certified in Christian Education/Education. Strong organizational skills necessary. A willingness to recruit volunteers. A personal faith and an ability to articulate this faith to children and their parents. An ability to be in relationship with children. Excellent communication skills. A hospitable person, who will welcome visiting and member families alike to the preschool ministry.

An understanding of children's developmental and cognitive abilities, resulting in developmentally appropriate curriculum and program design. An ability to work well

with parents. An interest in broadening parent and member involvement in the preschool education structure.

Specific Duties and Responsibilities

1. In conjunction with the Early Childhood Education Committee, has primary responsibility for the following:
 - Curriculum selection/development and support for early childhood education, up through kindergarten.
 - Recruit and train Sunday School and Wednesday night teachers.
 - Oversee all Sunday morning preschool church activities, which include
 - a. Set up and clean up of classrooms,
 - b. Hospitality,
 - c. Nursery care,
 - d. Ordering snack food for children and volunteers, and
 - e. Sunday school programming and music for the 9:30 and 11:00 worship hours.
 - Produce the holiday children's programs at Christmas and at Easter.
 - Coordinate Wednesday night preschool children's programming for Covenant Connection with the Director of Elementary Education Ministry.
 - Develop Vacation Bible School for early childhood participants.
2. Supervise the lead nursery care worker and coordinator and the nursery staff.
3. Staff liaison for and attend meetings of the Early Childhood Education Committee.
4. Attend all-staff and staff Division of Education meetings.
5. Assist parents in cultivating their children's faith at home.
6. Coordinate linking families with needed pastoral services at the church and apprising ministerial staff of family needs, when appropriate.
7. Develop an analytical system to measure growth and attendance in the early education program.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

I have read the above and agree to its provisions.

Accepted By: _____ Date: _____

Copy: Employee, Supervisor, Administrator, Pastor, Personnel Chair