



## **Interim Early Childhood Coordinator– Position Description**

Community Fellowship Church's mission is to make committed followers of Christ through worship, evangelism, fellowship, discipleship, and service.

**Date of Position: August-November 2022**

**Position Summary:** Children matter to God and are highly valued at CFC. The Interim Early Childhood Coordinator is a part-time role that reports directly to the Community Kids Director (CKD). The Interim Early Childhood Coordinator ensures the health and growth of the Community Kids Ministry and is directly responsible for:

- Preschool Ministry Leadership
- Leadership in the Department

So that children and young people are shepherded toward a full life in Jesus Christ.

### **PRESCHOOL MINISTRY LEADERSHIP**

Result # 1: Volunteers are recruited and scheduled (via Planning Center) to adequately staff preschool classrooms.

Result # 2 New volunteers are serving in their best possible roles and have been equipped with the information needed to fulfill their role.

Result # 3 Volunteers are regularly trained and appreciated.

Result # 4 Curriculum for the preschool rooms is edited, prepped and communicated to volunteers.

Result # 5 All toys and equipment in classrooms are organized, cleaned and sanitized.

Result # 6 CKC child safety policies are being followed in all preschool classrooms.

Result # 7 Parents are communicated and partnered with in disciplining children.

### **TEAM LEADERSHIP**

Result # 8 The Interim Early Childhood Coordinator oversees or serves in Community Kids at four-six services per month.

- Result # 9 The Interim Early Childhood Coordinator reports participates in biweekly Community Kids staff meetings.
- Result # 10 The Interim Coordinator participates in driving Community Kids Ministry development, and has a leadership role in all events.
- Result #11 A positive, collaborative environment exists between the Interim Early Childhood Coordinator, Nursery Coordinator and Community Kids Director.
- Result #12 Budgeted financial resources are stewarded with excellence.

## **Classification**

20hrs/week. Non-Exempt

## **Basic Candidate Profile**

### **Experience and Competencies**

- Detail oriented and process-minded self-starter.
- Ability to train leaders.
- Ability to problem solve and manage conflict.
- Is comfortable with a group decision-making process.
- Gives and receives feedback well. Can keep his/her defensive routines in check.
- Comfortable speaking and praying in public

### **Theology and Philosophy of Ministry**

- Clearly articulates a profound love for Jesus and His church.
- Regularly spending time in the Word, praying, and other spiritual disciplines.
- A high view of Scripture. The Bible is reliable and authoritative and the primary lens by which we should view the world.
- Models healthy expectations for excellence. Drives a culture of excellence within volunteers, without being overly critical of shortcomings.
- In agreement with the C&MA statement of faith.

### **Personality and Attitude**

- Self-aware with a high EQ.
- Humble and approachable.
- Strong enough to lead and able to follow. Wise enough to seek counsel and listen to others.
- Keeps a positive attitude, even in high-pressure situations.