



Mission: Leading people to wholeheartedly follow Jesus
Vision: A People Prepared | A Church Unleashed | A World Transformed
Values: We are outwardly focused | We thrive in community | We never stop moving toward Jesus

Early Childhood Coordinator Job Description

Job Summary: The Early Childhood Coordinator is primarily responsible for weekend programming in the Nursery and Pre-K areas of the Reign Forest; including inviting, equipping and empowering Ministry Partners for these areas.

Core Competencies & Qualifications:

The individual filling this position must possess the following skills, abilities, and attitudes in order to perform in this position:

- Leading and supervising
- Working with People
- Planning and Organizing
- Adapting and Responding to Change
- Coping with Pressure and Setbacks

Primary Accountabilities:

The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

- Ministry Partners in the Early Childhood area will be fully equipped and empowered in their ministry roles.
 - Parents at La Croix will be equipped to disciple their Early Childhood aged children.
 - Parents will feel comfortable leaving their Early Childhood kids in the Reign Forest knowing they're in a safe, fun and loving environment.
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Duties & Responsibilities, not limited to:

- Plan and implement effective weekend curriculum and programming and support that promotes spiritual growth for Early Childhood children (Birth – Pre-K) and prepare Ministry Partners
 - Collaborate weekly with Curriculum Coordinator in preparation for weekend programming.
 - Invite, equip/disciple and empower Early Childhood Ministry Partners, team leaders and CREW
 - Provide care/support for Early Childhood families that disciples and equips them for Family Ministry.
 - Create and maintain ongoing schedules (in compliance with ratios) for weekend programming
 - Provide administrative needs for your position not delegated to the Children's Ministry Administrative Assistant.
 - Collaborate with La Croix Special Needs team to provide for children with special needs on the weekends.
 - Collaborate with the Children's Ministry team to prepare for and execute events as needed.
 - Participate as a contributing member of the Children's Ministry 2nd generation team.
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Preferred Spiritual Gifts:

- Leadership
- Shepherding
- Exhortation

Status: Full-Time

Hours: 40

Reports To: Children's Ministry Director