



JOB DESCRIPTION

Title: Early Childhood Assistant
Department: Family Ministry Department
Reports To: Preschool Coordinator
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: Responsibilities include providing administrative assistance and leadership to the Early Childhood Department at Crossroads Christian Church. This leadership role includes the responsibility of discipling volunteers and partnering with parents to lead their children to become "disciples making disciples". This position is designed to support the leadership, discipleship and creativity within the Early Childhood Department.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide oversight of the Nursery Department
 - Develop volunteer leaders within the Nursery Department through training of new volunteers and ongoing support
 - Develop and enhance programming for toddlers and two-year-olds using curriculum in coordination with Preschool Department
 - Communicate regularly with volunteers
 - Appreciate volunteers in alignment with Family Ministry events
 - Ensure that Nursery environments are clean, inviting and stocked with supplies
 - Ensure that current background checks, applications, and reference procedures are in place and maintained
 - Collaborate in the budgetary process with the Children's Pastor
- Provide assistance to the Preschool Coordinator in all areas of weekend programming, including:
 - Copying and distributing curriculum
 - Ensuring needed supplies are purchased for weekend ministry
 - Assist with prep team for weekend ministry
 - Assist with preschool volunteer recruitment

- Assist with training for new volunteers
- Assist with ongoing training and development for volunteers
- Communicate regularly with volunteers
- Implement an appreciation strategy for volunteers in alignment with Family Ministry events
- Ensure that current background checks, applications, and reference procedures are in place and maintained
- Cooperate with Family Ministry budgetary guidelines
- Process paperwork and submit in a timely manner
- Regularly update Preschool social media accounts
- Send the weekly email to parents
- Record and report “signs of life” metrics as assigned
- Participate in seasonal Family Ministry events and extra ministry events
- Collaborate with the Crossroads Christian Child Care to do ministry events and chapels
- Participate in regularly scheduled Early Childhood and Family Ministry meetings
- Perform other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- High School diploma or GED
- Post-secondary training in Early Childhood or equivalent preferred
- Minimum 2 years experience leading preschoolers in a classroom setting
- Proven ability to lead teams and projects
- Ability to work in harmony with other staff members
- Flexible, adaptable, coachable, and teachable
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church

Work Environment

This job operates in a large group preschool stage and a professional office environment. This role routinely uses standard office equipment, sound, and video equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers, and reach with hands and arms, get on and off ground to play with children, carrying and lifting children up to 40 pounds, moving classroom furniture, and mental capacity to recall information and multi-task.

Position Type/Expected Hours of Work

This position regularly requires 29 hours including planning, lesson preparation, gathering and organizing supplies. Regular hours are Tuesday – Thursday 8:30am-4:00pm, Saturday 3:00 -7:00 pm, and Sunday 8:00am-1:00pm, with the attendance of a worship service.

Travel

This position requires 10% local travel to field trips, family events and training.

October 22, 2016

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.