



JOB DESCRIPTION

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

General Summary and Objective: Responsibilities include assistance and leadership in the Nursery and Preschool areas at Crossroads Christian Church. This role includes the responsibility of partnering with volunteers and parents to lead children in Early Childhood as we seek to connect everyone everywhere to Jesus by multiplying Leaders, Campuses and Churches.

Essential Functions:

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

- Oversight of the Nursery Team
 - Work alongside the Early Childhood Coordinator to develop and equip volunteers and leaders within the Nursery Team for ministry by training new volunteers and providing ongoing support of existing Nursery Team members
 - Ensure volunteer and leader recruitment and development is in line with our broader church approach
 - Regular communication with volunteers
 - Scheduling of nursery volunteers.
 - Implement a scheduling process into myCrossroads (church management system)
 - Ensure that Early Childhood volunteer background checks are complete and kept up-to-date by connecting with the senior administrative assistant
 - Ensure that Nursery environments are inviting, clean, and stocked with supplies
 - Develop and enhance programming for toddlers and two-year-olds, using curriculum in coordination with Kids Team
 - Collaborate in the budgetary process with the Kids Pastor and cooperate with Family Ministry budgetary guidelines
- Assisting the Early Childhood Coordinator in execution of weekend programming, including:
 - Coordinate Nursery oversight for Sunday Morning services
 - Assist with oversight of Preschool services partnering with Early Childhood Coordinator
 - Editing and distributing curriculum for Nursery & Pre-School Ministries
 - Assist with shopping and preparing supplies for the weekend services.
 - Process paperwork and submit in a timely manner

Additional Responsibilities:

- Record and report “vital signs” metrics as assigned
- Participate in seasonal Family Ministry events and extra ministry events, including: Planning Camp Alive, Charlie Brown Camp, Christmas services, Easter services, Baby Dedication, and activities with Nursery & Preschool families
- Participate in regularly scheduled meetings with Early Childhood and Family Ministry
- Perform other duties as assigned

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

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Proven ability to lead teams and projects
- Comfortable using a computer
- Flexible, adaptable, coachable, and teachable

Work Environment

This job operates in a nursery and a professional office environment. This role occasionally 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 part time position regularly requires 29 hours per week. Regular hours are Tuesday - Thursday 8:00-3:30, Saturday 3:00-7:00 pm; Sunday 7:30 AM-12:30PM

Travel

This position is required to travel to family events and training. There may be additional traveling around the local area to pick up supplies, etc. needed for the role.

January 7, 2019

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.