

Early Childhood Ministry Coordinator – Peace Lutheran Church

Purpose: To foster an environment for children ages 6 weeks to 3 years old, where the child and parent feel welcomed and safe to learn and grow in Christ.

Primary Duties and Responsibilities

- Establish and maintain positive relationships with children families, and all volunteers through communication and other interactions.
- Implement Early Childhood Ministry at Peace, including, but not limited to: Sunday morning nursery care ages 6 weeks to 3 years old, congregational meeting childcare as needed throughout the year, Family faith development opportunities and community outreach, Vacation Bible School childcare, Parent Night Out events and other opportunities.
- Recruit volunteers to serve within Early Childhood Ministry, including but not limited to: Sunday mornings, Vacation Bible School, Parent Night Out events, congregational meetings.
- Execute training and appreciation activities for all Early Childhood Ministry volunteers, while assisting them as necessary.

Qualifications

- Education/training in early childhood and experience working with children and families.
- Ability to lead and train volunteers for Early Childhood Ministry opportunities.
- Love and passion for the discipleship of pre-school aged children.
- Understand the importance of confidentiality and professional discernment.
- Ability to be flexible and think creatively, while maintaining strong organization.

Expectations

- This is a part-time, non-exempt position that reports directly to Senior Pastor.
- Maintain and cultivate positive relationships with staff, volunteers, leadership, and congregation.
- Attend staff meetings.

I agree to these Primary Duties and Responsibilities as well as the Expectations of this position, and will execute them to the best of my abilities, and will seek support from my supervisor and Peace Lutheran Church as necessary to faithfully serve this position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____