



### **Tri-Village Position Description**

**Title: Early Childhood Coordinator (Part-time, Exempt)**

**Reports to: Family Life Pastor**

The Early Childhood Coordinator is responsible for overseeing all ministry programming related to birth through kindergarten. This includes administration of the ministry, teacher and volunteer recruitment/development, team building, communications, event planning, and serving as the point person for Early Childhood at Tri-Village. The position is an extension of the church's mission to "Connect All People to Jesus and One Another".

### **Responsibilities:**

- Set the vision for the Nursery/Preschool through Kindergarten and future programming
- Oversee Early Childhood Ministry planning/development lead team
- Work in collaboration with other Family Life Staff related to large events such as Eggstravaganza, VBS, Trunk or Treat, and seasonal programming
- Schedule events for early childhood kids and families throughout the year
- Plan and coordinate annual Baby Recognition/Dedication & Brunch
- Oversee Early Childhood E-Newsletter
- Administrate and communicate curriculum to all teachers/volunteers well in advance through Planning Center
- Schedule all teachers/volunteers related to Early Childhood Ministry areas
- Greet families and be the "face" of Early Childhood Ministry on Sundays and at special events
- Attend meetings as needed/requested related to Family Life and/or Early Childhood
- Track attendance from classes
- Evaluate ways to reach Early Childhood families in the community
- Develop and oversee follow-up program for Early Childhood families who visit
- Substitute, only if needed, in classrooms on Sunday mornings
- Work with Preschool Director and TVCA on logistics of shared space
- Oversee Early Childhood Ministry budget
- Ensure the safety of children and volunteers, with assistance of other staff, in the areas of Photo ID tags for volunteers, background checks, and other security/safety measures
- Work with Family Life staff on creation of resources for families such as videos

### **Additional:**

- Due to the nature of ministry and its demands, Sundays that occur on a holiday or a holiday weekend are considered "regular" workdays. Attendance and preparation in this area are mandatory for Christmas Eve and Easter worship services.
- Expectation to attend a worship service each Sunday
- Excitement related to children/families and recruitment of volunteers and organization
- Meet regularly with Family Life Pastor for purpose of goal setting and evaluation