



**Position:** Children's Ministry Early Education Coordinator

**Classification:** Campus-Specific; PT (Up to 15 hours per week)

**Reports to:** Campus Pastor and Children's Ministry Director

**Edit Date:** March 2024

**Qualifications:**

- An evident heart and love for God and His church
- Must be a member of Church of the Open Door or willing to become a member
- A heart to see our church reach its full potential as we seek to help children discover life change through Jesus.
- The ability to teach children and lead all manner of children's programs
- The ability to recruit, manage and encourage volunteers
- The ability to understand and implement curricula
- The ability to interact with parents and extended families
- The ability to use technology and web-based data management systems
- Prior experience in education and/or church related children's ministry
- Degree in Elementary/Early Childhood Education or in Children & Family Ministries preferred
- Familiarity and/or experience with children with special needs helpful

**Job Summary:**

The Early Education Coordinator will ensure that all programming for children ages 3 through second grade at the assigned campus is fully staffed and supplied with all necessary curricula and resources. This person will be responsible for maintaining an environment for early education children where they can encounter God, experience community, and be led to engage the world in an age appropriate manner. The Coordinator will act as the liaison for the Campus Pastor and Children's Ministry Director with the families who engage in early education children's programming. This role must support other children's ministry staff in the fulfillment of the overall vision of Children's Ministry at COD.

**Description of Responsibilities:**

1. Be present for duration of children's programming on Sunday and midweek service times.
2. Recruit and schedule volunteer teaching staff sufficient for program needs.
3. Recruit and schedule volunteer check-in staff sufficient for program needs.
4. Organize and disseminate curricula and supplies.
5. Reserve rooms and resources as needed.
6. Update and maintain database for campus children's ministry and check-in.
7. Coordinate with Campus Pastor and Children's Ministry Director regarding welcome procedures and new visitor follow-up.
8. Implement Children & Family Ministries policies and procedures.
9. Teach/lead children's programs as needed.
10. Attend regularly scheduled department and campus staff meetings.
11. Other duties as assigned.