



## Early Childhood Coordinator

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### Job Description

Department/Ministry: Children's Ministry

Position Status: 18-20 hours per week

Direct Support: CM Site Director

### Job Purpose

The Primary responsibility of the Early Childhood Coordinator is to sustain the ministry to kids' 0-Prek, through meaningful partnerships with families and fostering loving environments that create opportunities for kids learn and explore God's love and the truth that they are precious to Him.

Coordinate Explorers League Preschool weekend services through administration of lessons, volunteer connection, family engagement, and resources

### Ideal Candidate

Has a vibrant relationship with Jesus and an eagerness to celebrate it with others

A heart and passion for children and young families

Outgoing with a personality that people gravitate toward

Proficiency in communication to children

Must be able to plan, implement and evaluate curriculum

Works well on a team (staff and volunteer leaders)

Ability to relationally connect and communicate with parents

Competence using technology (email, ProPresenter, Playlister, PCO, etc)

A heart that is in unity with Cornwall Church's purposes

### Summary of Essential Job Functions

- Support for Children
  - Model and provide love, safety, and gentleness for all children who come in to our rooms
  - Leads formation and transmission of weekly curriculum (both leader and children's materials)
  - Creates craft/activities in coordination with Small Group Activities Coordinator
  - Cultivate a fun atmosphere within the EL classrooms and large group environments
- Volunteer Support
  - Recruit, advise, and encourage volunteers
  - Organizes large group teachers and develops overall implementation of PreK large



group, includes teaching large group as needed

- Coordinate and manage the weekly volunteer schedule and communications (Matrix)
- Communicate volunteer and coaching updates to CM staff weekly
- Assures volunteers have postcards and that completed ones get to Ministry Assistant
- Foster a spiritually healthy and fun culture within the EL volunteers
- Family focus
  - Support parents/guardians with your time, resources and actions.
  - Participates in child dedication events
  - Develop and perform creative, fun and effective events for pivotal transitions, outreach, and for building community. (Phase Events, etc)
- Manages learning Environments
  - Maintains rooms 101-106 including set-up, organizing, restocking resources (wipes, diapers, coloring sheets, etc), and cleanup
  - Decorates rooms (monthly, summer) to fit with theme
  - Oversee the safety and appearance of PreK rooms, equipment, and supplies.
  - Adjust evacuation and safety protocols as needed
  - Collaborates with MOPs Childcare coordinator, Bright Discoveries and Young Lives to manage room usage.
- Attends monthly CM and All-Staff meetings