

JOB DESCRIPTION

Position Title	Early Childhood Team Leader
Position Reports to:	Director of Children's Ministry
Department:	Children's & Youth
Schedule (may vary)	20 hours - Sunday a.m. 5 hours, Tuesday a.m. 4 hours, remainder during the week
Rate/Salary	\$22/hr

General Description

The Early Childhood Team Leader supervises the volunteers and staff who minister to children ages nursery through Pre-K in our weekend ministry program. You love to work in teams and building others up for success. This person must have knowledge of and experience with early childhood development, and a passion for young children's spiritual formation. The EC Team Leader plays a pivotal role in helping us execute on our mission:

We make the most of every opportunity to shape the future, by embracing best practices to create weekend service environments where kids encounter Jesus and are formed in his ways, one weekend after another.

Specific Duties and Responsibilities

- Be on-site to supervise early childhood ministry on Sunday mornings
- Help place staff and volunteers on Sundays to ensure adequate supervision ratios
- Interface with parents and new families at drop-off and pick-up
- Assist paid staff with upset children or unexpected behaviors, paging parents when necessary
- Meet weekly with the early childhood team (nursery, 2s, 3s, 4s/Pre-K coordinators)
- Meet weekly with the CM core team, which oversees management and direction
- Help identify new volunteers
- Help coordinators staff their rooms by scheduling volunteers and subs
- Meet one-on-one with team members for prayer, coaching, and support
- Ensure that team members submit timecards on schedule
- Purchase necessary items for classrooms
- Help plan annual story schedules for each room
- Interface with other church departments (such as facilities and accounting) on behalf of staff
- Interface with special needs coordinator on children who need extra support
- Stay current on trends and best practices in formation-focused ministry
- Help with annual Harvest Party fall community outreach event
- Other duties as assigned

Knowledge & Skills Required for the Job

- Knowledge of early childhood development
- Prior experience in early childhood education or early childhood ministry settings preferred
- Some knowledge or exposure to formational children's ministry practices is helpful

- This position is a California state-mandated reporter for suspected child abuse. Knowledge of protocols through bi-annual training is required.

Personal Relations

- Must be a believer in Jesus Christ and either attend NCCC or be willing to make this your church home.
- Must be in alignment with the doctrine, values, and practices of our church.
- Team builder who recognizes that successful early childhood ministry requires many people to succeed.
- Effective coach, who can help both staff and volunteers improve their skills.
- Friendly and agreeable, inspiring confidence in parents and fellow staff.
- Able to maintain a non-anxious presence in the face of disruption, carrying yourself in a way that projects professionalism and competency.

Work Environment

- Sunday mornings are fast-paced, with many things happening at once. The lobby is frequently busy, and rooms may be filled at times with crying children. This person must be able to triage tasks to make sure what's truly urgent gets immediate attention, while less pressing matters are eventually attended to, but not forgotten.
- Weekday hours are worked in an office, where the environment is calm.

Schedule Requirements

- Sundays – arriving no later than 7:30, leaving around 1:00 pm. Occasional Sunday afternoon trainings
- Tuesdays – department and team meetings from 9 am-at least 12:30 pm. One-on-one meetings often happen this day, since all staff are present on campus anyhow.
- Wednesdays – Participation in all-staff Wednesday morning devotionals is highly encouraged! 8:30-9:30 am.
- The remainder of the hours can be worked at discretion.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)