



## JOB DESCRIPTION

<b>Position Title</b>	<b>Infant/Walker Coordinator</b>
<b>Position Reports to:</b>	<b>Early Childhood Team Leader</b>
<b>Department:</b>	<b>Children's Ministry</b>
<b>Schedule (may vary)</b>	<b>Up to 15 hours a week</b>
<b>Hourly rate</b>	<b>\$18/hour</b>

### General Description

This position oversees both the infant and walker rooms during Sunday services. This is a leadership role that requires the individual to recruit, train and maintain a strong team of volunteers who will serve our youngest children. This position requires strong organizational and relational skills.

### Specific Weekend Responsibilities

- Arrive an hour early to set up and to pray/meet with the full CM staff
- Greet volunteers as they arrive early and have a time of prayer with your team
- Interface with parents during drop-off and pick-up, maintaining a friendly and competent demeanor
- Rotate among rooms to ensure that each room is adequately staffed and that volunteers have everything they need
- Record volunteer attendance
- Debrief with volunteer team post-service
- Clean up rooms following services
- Based on your Sunday debriefs, write a brief reflection emailed to your team leader on Monday that summarizes key points of the morning

### During-the-Week Responsibilities

- Attend CM Staff and Early Childhood Team meetings Tuesdays, 10:30-12:30 pm
- Communicate closely with Team Leader
- Identify, recruit, and onboard new volunteers who have a heart to serve with infants and toddlers
- Plan and prepare each week's Bible story for toddlers according to an oral storytelling method (we will train)
- Become familiar with the oral storytelling method and train volunteers who tell the story
- Maintain a weekly schedule of volunteers for each room, arranging subs as needed
- Follow up with unplanned volunteer absences within 24 hours
- Communicate with volunteers

### Special Assignments

- Assist with training new volunteers
- Helping with Christmas Eve at 2 services
- Helping with Harvest Party (2nd Friday before Halloween)

## **General Breakdown of Hours Per Week**

- Weekend Services: approximately 5 hours
- Remainder of week: Tuesday meetings 10:30-12:30 pm; other hours not required on campus may be worked remotely

## **Qualifications**

- Maintain a personal relationship with Jesus Christ
- Background in working with young children desired
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer
- Worship regularly at North Coast Calvary Chapel with the church family

## **Knowledge Skills Required for the Job**

- Recruiting and managing volunteers
- ECE credits highly desirable
- Basic computer skills

## **Personal Characteristics**

- Must be at least 18 years old and a high school graduate
- Team player willing to support CM wherever needed
- Friendly and no-drama
- Passion for working with children
- Self starter
- Organized
- Dependable

## **Work Environment**

- Can be loud at times (crying children)
- Requires the ability to attend to many details and needs at once
- Sometimes requires attending to sick or injured children
- Requires juggling multiple demands and inquiries, remaining consistently kind and calm

## **Physical Requirements**

- Ability to lift items of at least 30lbs
- At times, holding children for extended periods of time is required
- Repeated lifting and bending
- Able to be on your feet for long periods of time and navigate environments where the floor is often filled with toys and both moveable and immovable objects
- Ability to read and write English