

## JOB DESCRIPTION

**Job Title:** Citygate Kids Early Childhood Coordinator

**Department:** Family Ministries: Citygate Kids (Birth - 5)

**Manager/Director:** Citygate Kids Pastor

**Level:** Part Time

**Time Commitment:** 15 hrs per week

**Date:** 1/2022

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### I. Purpose of the Job:

The Early Childhood Coordinator ensures the Early Childhood department is a secure, nurturing environment where each child, birth-five will see, hear, and feel the love of Jesus and parents can feel confident their children are receiving the highest quality of care and ministry while they attend weekend experiences.

### II. Experience and Knowledge Required

- Exceptional interpersonal, verbal, written and organizational skills
- 1- 2 years of proven impactful leadership experience
- Projects a professional and confident image, able to handle a fast pace environment
- Ability to handle confidential information
- Strong administrative abilities including editing, proofreading and being detail oriented
- Steady, positive attitude, people-oriented, team player, customer service minded
- Familiar with Microsoft Office Suite, Pages, Numbers and ability to learn new software applications
- Strong work ethic, commitment to excellence
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that exceeds expectations.
- Growing and committed follower of Christ
- Un-compromised commitment to Citygate Church's vision, mission, values, and core beliefs
- Enjoy serving and ministering to children and their parents
- Able to relate to children of all ages, parents, teachers, other staff and leaders in positive ways
- Willing and able to remain flexible and adaptive to a growing ministry environment
- Gracious, kind, and loving even under intense pressure
- Open to correction and responsive to volunteer and staff leadership
- Take training in First Aid and CPR.
- Complete an approved background check via Citygate Church

### IV. Essential Functions and Responsibilities

- Oversee all nursery/toddler ministry operations, including coordinating, communications, compelling curriculum materials and ministry events for children ages birth-five
- Provide guidance and direction for Early Childhood Teachers as well as help develop, mentor and coaching the crew members with Sunday operations.
- Attract, Build, Connect, Develop and Evaluate Early Childhood teachers and assistants.
- Facilitate on boarding process of new crew members and place them in the first 30 Days.
- Offer personal care and biblical guidance for crew members as needed.
- Execute Early Childhood teacher meetings, leadership and ministry training and work with the Citygate Kids team to prepare quarterly meetings with Citygate Kids crew members.
- Ensure effective communication of policies/procedures related to ministry functions and emergency situations.

- Pray for the teachers and the children.
- Attend ongoing Citygate Kids training, meetings, and Citygate meetings when necessary.
- Participate in vision casting for the nursery/toddler department.
- Support the Citygate Kids Pastor regarding vision, changes, policies and procedures.
- Schedule and coordinate crew volunteers to ensure coverage for all ECD classrooms for all weekend experiences and special events
- Follow child: teacher ratios when scheduling teachers to serve.
- Develop a good relationship with Citygate Kids crew members.
- Demonstrate a positive and friendly attitude with the parents and the children.
- Collect attendance numbers and classroom evaluations each week and give the attendance count and evals to the Citygate Kids Pastor.
- Report needed supplies to the Citygate Kids Pastor
- Report damaged equipment or safety hazards to the Citygate Kids Pastor.
- Wear approved Citygate Kids uniform with name tag when serving
- Keep rooms looking neat, clean and presentable
- Send postcards to first time children and birthday cards to children who attend regularly.

**V. Employee's possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Love for Children
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

**VI. Physical Demands:**

- N/A