

## JOB DESCRIPTION

**Job Title:** Early Childhood Director

**Position reports to:** Global Family Ministries Director

**Department:** Family Ministries

**Level:** Full time

**Date Prepared:** 7/2024

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### I. **Purpose of the Job:**

Be the creative visionary and leader, fostering a vibrant atmosphere of dynamic discipleship and evangelism at Citygate Church. You'll oversee all aspects of the early childhood programming at Citygate Kids, from Early Childhood (Birth-6 years), Check-in, and Crew Kids Care focused on shaping an inspiring and life-giving Loyal to the Future journey for children, parents, and the entire Citygate Early Childhood Kids crew.

### II. **Essential Functions and Responsibilities:**

#### ● **Weekly Responsibilities (before Sunday)**

- Ensure the approved and provided curriculum is being carried out in each class with excellence and creativity that challenges and grows our early childhood attenders with Christ-centered teaching building a foundation that builds on our mission of being Loyal to the Future
- Ensure timely communication of vision and specific messaging to families, crew and key leaders within the Citygate Early Childhood (ECD) department
- Ensure that all staffing is effectively secured for the month
- Provide oversight to the onboarding process
- Cast vision for enhancing the Sunday experience thru curriculum and room design and upcoming events
- Be aware of trends and patterns with new families and kid's attendance
- Maintain weekly reporting to Family Ministries Director with any pressing or urgent matters and new ideas
- Oversee department processes (schedule and room flow) and systems to ensure quality assurance and scalability
- Budget development and management for Citygate ECD Kids
- Maintain a strong awareness and knowledge of all ongoing projects and activities within Citygate ECD Kids
- Ensure the ECD department is Sunday ready (printouts, crafts, lesson, room prep etc.)
- Develop and oversee implementation of policies to ensure compliance and security standards are followed.
- Develop integrated training processes for the entire Kids department and Kids Crew
- Lead and build teams to execute all aspects of children's ministry for weekend services.
- Recruit, develop and train high quality leaders for staff and Crew roles.
- Make it a priority to develop a healthy community among parents and equip parents for discipleship
- Track growth for future development.
- Oversee and develop the Sunday experience for all ECD children.
- Fulfill care duties including hospital visitation, and general pastoral care for Kids Crew and Citygate families.
- Lead department meetings and empower ECD Crew Leaders to fulfill their unique roles

- **Sunday Responsibilities**
  - Confirm the Service Team Lead is equipped for the success of the Sunday experience
  - Connecting with Crew Leaders, Crew members and Citygate families
  - Report out experience and event metrics routinely
  - Prepare service leads to cast vision and generate excitement for the day
  - Ensure supply carts are placed
  - Serve as a Culture Carrier / Service Team Lead
  - Ensure the Academy is prepped (furniture, toys, equipment & cleanliness)
  
- **Monthly Responsibilities .**
  - Create a monthly serve and mtg schedule for the department.
  - Monthly training with your departments to train, cast vision, and build community
  - Stay 4 months ahead on up and coming church and community events
  - Nominate and celebrate Crew Leaders and members monthly
  
- **Special Events Responsibilities**
  - Ensure child care is provided for special events for your specific campus
  - Provide direction and vision to support and help with execution of events
  - Project Management

### III. **Experience and Knowledge Required:**

- Valid Driver's license
- Bachelor's degree, preferred
- 1-2 years of leadership experience
- Excellent verbal and written communication skills as well as time management
- Superior interpersonal skills working with a variety of people from Crew members to parents to kids.
- Must be able to lift 10 lbs
- The ability to think and act independently with a high degree of professionalism, discretion, and confidentiality
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must possess basic computer skills
- High proficiency in Microsoft Office, Google Drive, Planning Center and Rock RMS preferred.
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Ability to follow detailed instructions, complete tasks and the ability to supervise multiple projects effectively
- Ability to maintain good attitude in difficult situations and must be able to work under pressure
- Experience with problem solving
- Exceptional organizational skills with a particular emphasis on follow through and attention to detail
- Ability to create, analyze and maintain project budgets
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Experience in communicating the Gospel through various means to children at various ages.
- Ability to articulate and implement the vision of Citygate Church.
- Demonstrated understanding and commitment to working in culturally diverse settings

**V. Core Values in Daily Life:**

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_