

JOB DESCRIPTION

TITLE OF POSITION: Early Childhood Ministry Director

PURPOSE OF POSITION: To provide leadership for Faith Christian Community's Early Childhood Ministry (birth – kindergarten).

REPORTS TO: Children's Pastor

RESPONSIBLE FOR:

- WOW! Kids Program
- The WOW! Kids Staff

MAJOR ACTIVITIES OF THE POSITION

- Hiring and managing the WOW! Kids staff
- Oversee recruitment, training and scheduling of new volunteers
- Propose and supervise department budget
- Regularly evaluate procedures such as security, children's registration, etc.
- Periodically evaluate programming and volunteers
- Maintain accurate volunteer information for communications
- Take responsibility for all communications to parents, staff, and volunteers
- Oversee early childhood programming and scheduling needs for weekend and special events
- Master calendar space, room set-up, dates and times for early childhood meetings and activities
- Oversee two services each weekend
- Monitor overall health of WOW! Kids ministry

OFFICE HOURS:

- 25 hours/week

NOTE: All applicants must submit to a background screening check