

LIFEBRIDGE CHRISTIAN CHURCH

Early Childhood Coordinator Job Description



I. BASIC PURPOSE

To carry the vision and help equip a team of volunteers and parents to create an environment where infants and preschoolers can experience the love of Jesus and begin a relationship with Him.

II. WORKING RELATIONSHIPS

- A. Reports to Family Life Pastor
- B. Oversees weekend worship of infant and preschool volunteers
- C. Interfaces with weekday preschool to maintain high standards of cleanliness, appearance and safety
- D. Works with other Children's Ministry Staff to plan special events that include preschoolers

III. DUTIES AND RESPONSIBILITIES:

Leadership

1. Carry the vision of the LifeBridge Mission to the infant and preschool areas
2. Help recruit, equip, and appreciate the infant and preschool volunteers
3. Remain current on significant literature and practices in the area of Infant and Preschool Ministry (including education, growth, and outreach)

Management

1. Effectively manage the budget for infant and preschool ministry
2. Implement policies and procedures related to volunteers
3. Assist with communication to parents, children, and volunteers involved in infant and preschool ministry
4. Attend children's ministry and all-staff meetings

Support

1. Help support multi-site coordinators with infant and preschool needs
2. Help provide services to the congregation as needed (special services, etc.)
3. Other duties as assigned

IV. SKILLS/REQUIREMENTS:

1. Leadership ability
2. Committed Christian with passion for infants, preschoolers and volunteers
3. Communication (encouraging volunteers, working with parents)
4. Organizational Skills
5. Conflict Management Skills
6. Computer, Email, Internet Access
7. P/T nonexempt position, 30 hours per week

The mission of LifeBridge Christian Church is to:
Lead people in a growing relationship with Jesus Christ