

Job Description



GRACE
FELLOWSHIP

gracefellowshipmn.org

763.425.2246

Employee's Name:	
Job Title:	EARLY CHILDHOOD COORDINATOR
Reports To:	Children & Families Pastor, Sara Van Heel
Secondary Accountability:	Senior Pastor
Department / Ministry:	Kid's Ministry/Birth-PreK
Exempt Status:	Non Exempt
Position Type:	Part-time, Salaried
Employee Category:	Ministry Assistant
Number of Hours per Week:	20 hours

Purpose:

The purpose of Grace Fellowship is to honor God by inspiring people to find and follow Jesus through G.R.A.C.E: Generosity, Reaching Out, Actively Serve, Connecting with Others, Encountering God.

Required Qualifications:

Education:

- High School diploma or equivalent.

Experience:

- One year experience working with children and families in a church setting.

Knowledge/Skills/Abilities:

- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Fully embrace the vision, values, and statement of faith of Grace Fellowship.
- Passion for ministry to children and seeing both parents and children grow in the faith.
- Skills in planning and coordinating in a ministry setting.
- Abilities to recruit, train and lead volunteers.
- Oral and written communication skills.
- Ability to efficiently manage time and priorities.
- A reliable, trustworthy, self-starter.

Preferred Qualifications:

- Ministry or Education undergraduate degree preferred.

- Training beyond high school in child development or a related subject and two to three years of experience in administration and/or Kid's Ministry.

Essential Responsibilities:

1. Oversee Birth- PreK which includes Weekend Services, AWANA, VBS & Kid's Ministry Special Events (20 hours):

- Develop and maintain a network of volunteers; train, schedule and supervise volunteers.
- Develop, administer and coordinate of all areas of the department
- Ensure a safe, clean, aesthetically pleasing, relevant environment for children and families.
- Consistently communicate with parents regarding the development of their children.
- Participate with the Kid's Ministry Team in the selection and implementation of curriculum, making recommendations appropriate for department.
- Maintain appropriate levels of resources necessary to carry out the programs including consumable supplies and equipment needs.
- With the Children & Families Pastor, develop an annual budget for the department.
- Meet with the Kid's Ministry Staff Team monthly.
- Meet weekly with the Children & Families Pastor.
- Assist as directed with church wide events.

Physical Demands

While performing the duties of the job, the employee will frequently be required to manage tight deadlines, concentrate over extended periods of time, sit, speak, and use hands and operate equipment, to talk and listen while interfacing with staff, students and members of the congregation. Further, the person must possess the ability to perform the above in-person or through email or phone conversations, be able to read documents. The employee may be required to stand, move about, stoop, walk for extended periods of time, push/pull, reach, and carry a maximum of 30 lbs. The employee may also be required to work overtime, work activities of a seasonal/cyclical nature, interruptions to work flow, and call-in on short notice and close the work office.

Work Environment:

Generally indoors, with events and retreats sometimes outside. Noise level is quiet to moderate when prepping, but can be moderate to loud during events and programs. Some day/night travel may be required.

Approved By:			
Lead Pastor:		Date:	
Employee:		Date:	

It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.