



Position Title:	Campus Kids Early Childhood Coordinator
Hours/week:	25 (part-time)
Reports To:	Campus Pastor and Woodmen Kids Senior Director
Classification:	salaried/non-exempt
Pay Range:	\$21,450-\$24,375 annually (hourly equivalent: \$16.50-\$18.75)
Benefits:	Eligible to participate in 403(b); vacation/personal/sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Helps oversee all aspects of birth-3 year-olds in Early Childhood Ministries and ensure consistent quality at each service time for Early Childhood Ministries; maintains regular communication with Division Leaders (DLs) and Ministry Partners (MPs)
2. Builds community with Campus Early Childhood families
3. Part of Woodmen Kids team, initiating/implementing ideas/updating programs; participates with program/event development
4. Part of curriculum writing team; contributes to execution of overall curriculum for the Woodmen Kids Team
5. Helps coordinates with Access (special needs) Ministries on the Campus
6. Participates in organization and plans of special events and supplemental programming under supervision of Campus Early Childhood
7. Recruits MPs and ensures supplies are ordered
8. Supports administration for weekend services
9. Helps oversee teaching on weekends; assists with teaching supplemental/special classes as needed
10. Assists in recruiting and onboarding of Campus Kids MPs
11. Helps work with Facilities Team to ensure facilities are safe for children
12. Mandatory reporter/advocate for children; keeps Campus Early Childhood informed of situation(s)
13. Maintains specified, yet flexible weekly office hours
14. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 2-3 years paid experience working in Children's Ministry in a large church setting
4. Previous experience creating, coordinating and managing both large- and small-scale events
5. Experience working with children; ability to positively interact with staff, children, parents and MPs
6. Excellent organizational and administrative skills; detail-oriented and flexible with a team spirit
7. Good written and verbal communication skills; computer skills with proficiency in Mac programs, Microsoft Windows, Word, Excel, Outlook, Arena and the Internet
8. A desire to create an environment where children receive every opportunity to build a solid foundation of faith, encouraging them to receive Jesus as their personal Lord and Savior
9. A desire to work with adults who would be fulfilled by using their gifts working with children
10. Ability to lift and carry 35 lbs.
11. Reliable transportation