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**Position Title:** Campus Woodmen Kids Early Childhood Coordinator  
**Hours/week:** 40+ (full-time)  
**Reports To:** Campus Pastor and Woodmen Kids Senior Director  
**Classification:** salaried/non-exempt  
**Pay Range:** \$33,300- \$36,000 (hourly equivalent: \$16.01 - \$17.31)  
**Benefits:** Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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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. Oversees all aspects of Early Childhood Ministries and ensures consistent quality at each service time for Early Childhood (EC) Ministries; serves in supporting role for AWANA program
2. Oversees the mid-week childcare program at Campus
3. Builds community with Campus EC families
4. Part of Woodmen Kids team, initiating/implementing ideas/updating programs; participates with program/event development
5. Part of Campus team, initiating/implementing ideas/updating programs; participates with program/event development
6. Coordinates with Access (special needs) Ministries on the Campus
7. Provides administration for weekend services (including attendance and communication with families)<sup>[L][SEP]</sup>
8. Oversees teaching on weekends; assists with teaching supplemental/special classes as needed
9. Oversees recruiting and onboarding of Campus Kids EC Ministry Partners (MPs)
10. Works with campus Facilities Team to ensure facilities are safe for children
11. Mandatory reporter/advocate for children; keeps Director and Pastor informed of situation(s)
12. Maintains specified, yet flexible weekly office hours
13. 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. 7-10 years paid experience working in Children's Ministry in a large church setting, or similar relevant experience
4. Previous experience creating, coordinating and managing both large- and small-scale events<sup>[L][SEP]</sup>
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<sup>[L][T][L][SEP]</sup>
7. Good written and verbal communication skills; computer skills with proficiency in Mac programs, Microsoft Windows, Word, Excel, Outlook, Rock 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<sup>[L][SEP]</sup>
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