

Early Childhood Director Job Description

Revised January 2019

Big Picture

1. Champion the vision for children's ministry
2. Lead a network of multiplying leaders in support of that vision
3. Recruit people to join the mission
4. Oversee early childhood ministry at Kenosha campus

Close-Up

Vision

1. Implement the vision of Journey Church and the NextGen pastor throughout early childhood ministry
2. Champion and communicate an inspiring and innovative vision for Journey Kids to parents and volunteers

Leadership of Volunteers

1. Recruit, train, and develop leaders – team leads, room leaders, and interns
2. Equip, motivate, and evaluate early childhood volunteers
3. Promote a team-based culture of trust, conflict resolution, commitment, accountability, and achievement
4. Provide constructive feedback to volunteers – teaching, room management, etc. (weekly)
5. Develop teaching team with children's pastor
6. Develop student leaders through team leads

Recruiting

1. Execute volunteer acquisition and assimilation process
2. Execute promotional and relational campaigns to inspire recruitment amongst staff, volunteers, parents, and the church at large
3. Maintain or exceed adequate volunteer staffing for child safety, adult-to-child ratios, and future growth amongst early childhood teams
4. Process early childhood volunteer interests (arranging observations, updating Workflow, contacting references)
5. Report all volunteer turnover to children's pastor

Oversight

1. Oversee early childhood volunteer leadership – team leads
2. Oversee 4 teams of volunteers – weekend and Lifegroup teams
3. Direct the early childhood weekend services (passionate worship)
4. Direct the early childhood Lifegroup ministry (authentic community)

Events

1. Promote all early childhood events (volunteer Facebook group, website)
2. Manage transition from pre-school to kindergarten*
3. Manage child dedications*
4. Design and manage First Bible milestone*
5. Design and manage pre-school friendly serving projects for Week of Serving

Production

1. Produce, maintain, and distribute volunteer schedule
2. Manage master data for EC volunteers, contact info, and orientation process
 - a. Call references for new EC volunteers
 - b. Orient new volunteers to EC ministry
3. Edit or write and distribute Big Idea curriculum for early childhood*
4. Prepare breakout, small group, and large group materials (printing, multi-site uploading, media, props)*
5. Set up ProPresenter for tech team on weekend services*
6. Edit or write and distribute Wednesday night curriculum
7. Plan sequence of worship songs (monthly)*
8. Create ministry promotion videos (as needed)*
9. Create volunteer training videos with children's pastor (as needed)
10. Participate in "Good to Go" video production as a speaker (3x/year)

Meetings

1. Meet with children's pastor (weekly)
2. Meet with elementary director and children's pastor for weekend review (weekly)
3. Meet with children's ministry team (weekly)
4. Meet with a volunteer for lunch/motivation (bi-weekly)
5. Meet with a JMC student, young adult, or student leader for lunch/mentoring (monthly)
6. Meet with a mentor outside of Journey Church (monthly)
7. Meet with early childhood team leads (monthly)

Weekend & Mid-Week Services

1. Be present 1 hour before and 30 minutes after service
2. Be present for 2 of the 3 weekend services
3. Ensure the set up of weekend services*
4. Direct weekend services through the team leads
5. Manage communication team to oversee large group teaching*
6. Direct or complete the setup and tear-down of early childhood rooms*
7. Manage toys, learning materials, play equipment, snacks, infant supplies
8. Oversee upkeep of resource room with elementary director*

Missions

1. Manage BGMC campaigns planned with children's pastor
2. Coordinate monthly missions games with volunteer champion*

General

1. Model supportive and visionary servant-leadership with the rest of the family ministry teams
2. Steward the early childhood budget, as determined by the children's pastor
3. Support multi-site ministry by coaching and training campus leadership as needed

- = opportunity to delegate to volunteer leadership

Next Level

1. Promote Faith at Home with additional connection and communication for parents (monthly)
2. Produce online version of weekend service
3. Design an Open House around promotion weekend for parents
4. Create video for parents about the Big Idea (monthly)
5. Design a family worship experience or other inter-generational experience for casting vision with parents