

Job Description
EARLY CHILDHOOD DIRECTOR



Leadership: Strategic
Classification: Part-time (20 hours/week)
Ministry: Family Ministries
Reports to: Pastor of Family Ministries
Effective Date: August 1, 2010

PURPOSE:

The role of the Early Childhood Director is to provide leadership, development, and direction for early childhood volunteers and programming teams as it pertains to the vision and environments specific to Riverside Family Ministries.

RIVERSIDE COMPETENCIES AND EXPECTATIONS:

- Fully embraces the mission “*experience Grace, Grow in love and Give of self*”, vision and values of Riverside Church and Family Ministries.
- Be reliable, take initiative and be self motivated.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Have a cooperative, healthy and motivating relationship with supervisors, coworkers and volunteers.

ESSENTIAL FUNCTIONS:

- Provide vision, strategy and development for all early childhood ministry environments (3 years old – Kindergarten).
- Review, purchase and adapt all curriculums for the large group/small group teaching environments as well as Parent Resource Pack.
- Recruit and oversee all early childhood volunteers providing leadership, training, and appreciation.
- Develop and maintain safe, clean and aesthetic early childhood learning environments.
- Participates with Family Ministries team to develop, lead and direct comprehensive weekend programming for early childhood families based on Riverside’s values.
- Oversee childcare for Family Ministries and other events as directed (i.e. productions, annual meeting, seminars, Christmas Eve, etc.)
- Responsible for check-in procedure and tracking weekly attendance.
- Meets regularly with the Pastor of Family Ministries to discuss ministry strategy and effectiveness.

EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- A passion for early childhood ministry and to see families grow in their faith together.
- Associate Degree or previous experience required BA or BS degree desired.
- Experience with direction and administration of early childhood ministries.
- Experience in recruiting, motivating, equipping and scheduling volunteer leaders to minister to children and families.
- Experience in designing and developing children's ministry programs.
- Effective communication skills: written, verbal and interpersonal.
- Demonstrated ability to understand and relate to children and their families.
- Ability to reach out and connect with families involved with Riverside Church's Early Childhood ministry.
- Competency with basic computer software (Excel, Word, Publisher, Planning Center, etc.).
- Spiritual gifts of leadership, administration, care, teaching.
- Key Strengths: strategic, learner, nurturer, developer

RELATIONSHIPS:

- Reports to the Pastor of Family Ministries
- Works as part of Family Ministries Team
- Receives support from peers on Family Ministries Team
- Receives consistent leadership training from the Pastor of Family Ministries
- Works closely with all ministries of Riverside Church