

Job Description
EARLY CHILDHOOD DIRECTOR



Leadership: Strategic
Classification: Part-time (10-15 hours/week)
Ministry: Family Ministries
Reports to: Pastor of Family Ministries
Effective Date: February 9, 2017

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's Early Childhood Ministry.

RIVERSIDE COMPETENCIES AND EXPECTATIONS:

- Fully embraces the mission, vision and values (*"Experience Grace, Grow in Love and Give of Yourself"*), 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.
- Believe the best about your co-workers and staff of Riverside Church

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.
- 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, etc.).
- Spiritual gifts of encouragement, leadership, service/helps and teaching

ESSENTIAL FUNCTIONS:

- Provide vision, strategy and development for all early childhood ministry (3 years old – Kindergarten) including curriculum, themes, and design of environment
- Recruit, oversee and schedule all early childhood volunteers providing leadership, training, and appreciation.
- Development of relationships with all families to help them grow and meet the needs of their children, including regular personalized communication

- Develop and maintain safe, clean and aesthetic early childhood learning environments.
- Participate with Children's Ministry team to develop, lead and direct comprehensive weekend programming for early childhood families based on Riverside's values.
- Assist with special events
- Generate reports and maintains accounting for Early Childhood

POSITION REQUIREMENT:

- This position requires an average of five hours on Sunday mornings and additional assistance during the week as needed
- Staff in this role can miss up to six Sundays per year

RELATIONSHIPS:

- Reports to the Pastor of Children's Ministry
- Works closely with Nursery Coordinator for special events
- Receives support from peers on Children's Ministry Team and other staff
- Receives consistent leadership training from the Pastor of Children's Ministry
- Works closely with all ministries of Riverside Church