



Turning Point Community Church

Job Description

Job Title: Early Childhood Coordinator

FLSA Status: Full-Time, Non-Exempt

Workdays/Hours: Minimum of 40 hours per week, Sunday - Thursday with occasional Friday/Saturday for church events and other duties

Weekend Responsibilities: This position has regularly scheduled weekend responsibilities as assigned by the Kids Director and a rotation of periodic weekends off will be established to give a healthy margin and rest.

Reports To: Kids Pastor

Ministry Purpose: Dedicated to nurturing the spiritual growth and development of our youngest members while creating a safe, welcoming, and engaging environment where children from infancy through preschool age can encounter the love of God through biblical truth keeping in line with Turning Point Community Church's mission of "Changed Lives. Period."

Ministry Qualifications:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 ("above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness.")
- Understand and embrace TPCC's mission, purposes, and vision for ministry.
- Possess an inspirational and influential personality that champions the needs of children and families.

Character: (cont'd)

- Advance TPCC's culture of grace seeking unity in the essentials, charity in the nonessentials and exalting Christ in all things.

Competency - Skills:

- Possess a high degree of initiative in both tasks and relationship building in order to help equip volunteer teams.
- Understand the unique discipleship and logistical needs of a growing Kids' Ministry.
- Navigate wisely and professionally between the goals of the Kids' Ministry, ministry leaders, volunteers, and the concerns of individual parents.
- Communicate in a professional, polished, and discerning manner across various modes of contact: face-to-face, phone, text, email, social media, etc.
- Ability to maintain the highest degree of discernment and confidentiality at all times.

Chemistry - Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others, exercising both a spirit of discernment and deference.
- Resolve relational and professional conflicts in an expeditious manner while extending and receiving forgiveness.
- Develop intentional, positive relationships with the KM Team, parents, and children.

Job Responsibilities:

- Comfortable with leading and facilitating the bible teaching, worship time and memory verse activities on Sunday morning in the Preschool rooms as needed.
- Assist in the active supervision of KM volunteer staff during weekend services and during the absence of the Kids' Director.

Job Responsibilities: (cont'd)

- Serve as a contact for KM volunteers by providing superior support, exceptional encouragement, and clear direction.

Administrative:

- Assist with the preparation and delivery of KM volunteer training, and special event planning.
- Meet with the Kids' Pastor on a weekly basis to discuss assignments, tasks, work performed, progress, and to request assistance.
- Develop consistent standards of excellence and fun in all nursery and preschool Kids' Ministry areas.
- Prepare and ensure KM classrooms are clean, safe, hazard-free, well-stocked and prepared with curriculum and supplies for weekend services.
- Create monthly parent emails and newsletters.
- Manage all workflows in Planning Center-includes tasks such as handwriting birthday cards, new guest cards, and mailing out resources for baptisms and New Family Parent Handbooks.

Kids Care Team:

- Oversee the Kids Care Team including scheduling for Sunday mornings, Sunday nights, Tuesday-Thursday nights, special events., as well as all ministry requests for childcare.
- Communicate with Kids Care Team members, manage call-ins, shift swaps and track monthly shifts for each team member.
- Provide supplies for Kids Care Team as needed for specific evening events.

Sunday Mornings:

- Work during the weekend services to provide leadership to volunteers, to help parents, and to foster relationships between children and volunteers.
- Lead and develop teams and volunteers so that they are operating in their strengths and being most effective in their roles on the early childhood team.
- Ensure all supplies from the previous Sunday are properly stored away each week.
- Maintain inventory of Sunday Morning supplies (e.g. crafts, supplies, snacks) and purchase items when needed.
- Set up and prep all classrooms (nursery-elementary) for the following Sunday.
- Prepare all necessary copies and sample crafts for Sunday morning.
- Work during the weekend services to provide leadership to volunteers, to help parents, and to foster relationships between children and volunteers.
- Assist the Kids Director in creating and preparing for Sunday mornings.
- Comfortable in leading small groups and discussion with children on Sunday mornings.
- Remain current on issues and trends in Kids and Family Ministries (reading scholarly articles, peer-reviewed journals, attending conferences and trainings, etc.).

Miscellaneous:

- Perform other related duties as assigned by the Kids' Director.

Minimum Qualifications:**Education:**

Minimum High School Diploma; 1-2 years kids ministry experience preferred, specifically in preschool or nursery setting.

Experience:

Leadership or volunteer experience in a church environment, preschool or nursery kids ministry area preferred. Administrative/management experience preferred of at least 1-2 years.

Skills: Excellent written, verbal and interpersonal communication skills. Highly organized and administrative. Ability to maintain the highest degree of discernment and confidentiality at all times.

Physical Requirements:

Periods of time spent sitting, standing, walking, kneeling, bending and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Moderate lifting and carrying may be required. Ability to reach above shoulders, to extend arms, and reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.