

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Director of Early Childhood Ministry
Reports To: Director of Children's Ministry
Date Prepared/Revised: February 2018

Principal Function

Oversee all aspects of the early childhood ministry at Pacific Crossroads Church.
Coordinate all westside teachers and curriculum needs.

Specific Responsibilities

Director of Nursery

- Children's Ministry Sunday Worker Supervision
 - Submit payroll to Accounts Payable
 - Manage Sunday Operations Coordinator and Nursery workers
- Oversee Craft coordinator for successful packaging, transport and delivery of Sunday morning supplies and office supplies (Sign-in sheets, snacks, time sheets, etc.)
- Nursery Child and Volunteer Training and Care
 - Coordinate lessons for the 1-2 year olds with the Director of CM
 - Create a quarterly song list for the 1and 2year-old classes

Coordinator of all Westside Teachers and curriculum

- Teacher Management
 - Coordinate teachers schedules and rosters, both master roster and weekly teaching rotation
 - Assist with teacher assimilation and training
 - Communicate operational changes or general updates to teachers
- Evaluate Curriculum
 - Evaluate and modify weekly curriculum lessons
 - Work with CM team on creating crafts and activities to support main theme
- Curriculum Management
 - Manage teacher list online – adding new teachers
 - Download curriculum and resources

Touchpoint Management

- Manage Westside Parent Volunteers
 - Create and manage parent volunteer calendars in Touchpoint
- Track new families visiting the church each Sunday

- Provide weekly updates to CM Director to follow up with new families
- Manage the membership process of each class in Touchpoint (the adding and dropping of kids from classes to keep classes current)
- Receive training to use the search builder to collect data as needed

Knit Together Ministry Coordinator

- Manage all aspects of the Knit Together Ministry
 - Introduce expectant parents to the early childhood ministries
 - Coordinate events for expectant parents
 - Coordinate welcome gifts for expectant parents
 - Create and manage contact information in Touchpoint
 - Introduce expectant parents through the baptism classes
 - Provide ongoing updates to FM Director

Volunteer Recruiting for Nursery

- Recruit Nursery Volunteers
- Manage all aspects of onboarding volunteers
 - Coordinate interviews and onboard new volunteers for Nursery
 - Manage and evaluate volunteer safety applications
 - Manage volunteer background checks
 - Manage MinistrySafe portal for Sexual Abuse Awareness and Prevention Training (including all online forms)

Operations

- Coordinate with Sunday Operations Director and Children's Ministry Sunday Operations Coordinator to ensure Sundays runs smoothly and efficiently.
- Communicate with Director of Children's Ministry regarding major operational changes.
- Oversee check-in for families on Sunday.

Event Planning

- Coordinate and communicate special events as needed.

Administrative

- Manage supply needs for Sunday services and special events
- Assist the Director of Children's Ministry with responding to emails/updates/to do list/sending out emails to teachers and parents/planning crafts
- Record weekly Children's Ministry metrics
- Run weekly Children's Ministry attendance reports

Other Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.

- Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment.
- Adhere to all policies in the Employee Handbook.
- Because of the confidential nature of individual membership records, background checks, and much of the correspondence of staff, it is absolutely essential that the Ministry Support Staff respect this confidence.
- Position will be expected to work from 8am-1pm on Sunday mornings at Santa Monica High School and 4-7pm on Sunday evenings at St. John's.

To apply, please email your resume and cover letter to sdeblasio@pacificcrossroads.org

By God's grace, we covenant to fulfill the words written on these pages with joy, humility, dependency, honesty and grace in the power of Christ's gospel and by his Spirit.

Early Childhood Ministry Director

Date

Executive Director

Date