

Early Childhood Coordinator

Employee Name:

Department: Children's Discipleship

Reports To: Director of Bel Air Kids

Exemption Status: Non-Exempt

FT/PT: Full Time

Position Category:

Approved By:

Approved Date:

SUMMARY

Reporting to the Bel Air Kids Director, the Early Childhood Coordinator will implement department vision in collaboration with the whole system of Bel Air Church. They will work to exceed organizational goals. They will organize, promote and implement programs and initiatives that effectively communicate to their target audience. They will produce and/or lead key communication that clearly delivers department purpose and intent. The Early Childhood Coordinator will contribute to the ongoing development of vision and strategic planning, and will recruit, train and nurture a growing base of volunteer leaders.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a "problem bringer"
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources
- Planning and execution
- Strategy

BEL AIR KIDS (birth-fifth grade)

Bel Air Kids exists to help children follow Jesus every day and everywhere with everyone. We are building a kids ministry that will be fun, dynamic and highly intentional.

Bel Air Kids distinctives include:

- A strong alignment and integration with the life of the entire congregation. Kids ministry is not a silo. Bel Air Kids is an age appropriate expression of the mission, vision, values and culture of Bel Air Church. Kids are invited and encouraged to be part of *one church* through service and relationship.

- A value of and passion for a high impact vacation bible school that is a spiritual catalyst for our kids.
- An intentional strategy to teach kids about missions, both locally and globally.
- A cohesive approach to early childhood and elementary ministry, with a commitment to be one team, building a systematic disciple-making journey through the formative years.
- A growing commitment to family ministry. One of our main goals is partnering with parents to disciple their kids.
- The Kids Ministry at Bel Air Church is committed to growing an intergenerational team of caring volunteer leaders. We see volunteer leaders as the core of what God is doing in our family ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- As a leader on the Kids Ministry Team, this person will understand the need for their presence to be observed at BAC. This means being in the offices on a regular weekly schedule as well as being present at church services, VBS and special events like Christmas Eve services.
- Work 35 hours per week. Your typical schedule will be as follows:

Monday:	9AM-5PM	(30 minute lunch break from 12-12:30PM)
Tuesday:	9AM-5PM	(30 minute lunch break from 12-12:30PM)
Wednesday:	9AM-4:30PM	(30 minute lunch break from 12-12:30PM)
Thursday:	9AM-4:30PM	(30 minute lunch break from 12-12:30PM)
Friday:	Off	
Saturday:	Off	
Sunday:	7:30AM-1:30PM	
- Organize and Oversee all EC Childcare at Family Camp. This will require travel. Your schedule may vary the week of Family Camp and some overtime may be required.
- Build strong relationships with the staff and community of BAC, realizing we are all one team with one mission.
- Many coordinators measure their success on what *they* can do. The person in this role will measure success by what they equip *others* to do. You will need to delegate certain tasks appropriately within your volunteer team.
- Be a visible catalytic leader for Kids Ministries – be a positive and encouraging leader for kids while maintaining a strong connection with parents.
- Participate in the implementation of vision and strategic planning for the ministry’s growth
- In partnership with the Director of Bel Air Kids and the Senior Director of Children and Youth, work to implement a scope and sequence for Early Childhood that will influence all areas of teaching and programming.
- The Early Childhood Coordinator will support the Director of Bel Air Kids in the recruitment, training,

deployment and retention of volunteer leaders within Early Childhood. This will be a top priority for this position.

- Coordinate and implement appropriate outward focused ministries (VBS, Parents Night Out, etc.).
- Participate in VBS planning and execution.
- Assist in facilitating the integration of our kids with the broader BAC.
- Attend to day-to-day administrative responsibilities including leader scheduling, curriculum preparation and possibly parent newsletters and communication.
- Fulfill other duties as assigned.

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Formal education is not a predetermining factor for the selection of the Early Childhood Coordinator. However, it is likely that they will hold a Bachelor's degree from an accredited college or university and a high school diploma or general education degree (GED). Candidates should have one to three years related experience and/or training; or equivalent combination of education and experience.

The successful candidate will have a proven track record of working in a multi-staff setting committed to reaching the unreached with a high degree of innovation, recruitment, and retention. Proven experience in creative thinking, problem solving, and leadership is needed.

Experience with Orange curriculum and the Orange philosophy of Early Childhood/Children's Ministry, while not required, is preferable.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Knowledge of Microsoft Applications with emphasis on Excel, Word, and Outlook.

Core Competencies: They will excel in recruiting and leading leaders. But more than that, they must develop, equip and reproduce disciples and leaders at every level of the ministry. They will communicate to students, parents and the church at large with authenticity, authority, passion, and effectiveness. They will be reliable in the execution of a plan and dependable to deliver the goals and expectations asked of them.

Personal Characteristics:

- Show a spirit of flexibility and be very willing to accept and lead through change.
- Exude a strong relational personality that maturely motivates kids and families.
- A demonstrated high level of integrity, guided by a sound set of Biblical principles and deep relationship with Jesus.
- A chemistry that “fits” with Bel Air Church.
- A strong work ethic and high energy.
- A team player and team builder who focuses on the good of the entire church and can inspire others to work together to achieve organizational excellence. This includes a high loyalty to the mission and vision and to the Church Leadership.
- If married, a high commitment to their spouse; and if a parent, they model good parenting to the other leaders and students.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____