

## Position Description

The Children's Early Childhood Associate will provide key leadership over Early Childhood (2 & 3 yr. olds) ministry of Discoveryland. This position requires oversight of the early childhood curriculum and resources. It also includes recruiting, onboarding, training, and leading volunteers for this area. This position will support the Children's Pastor with both short term and long-term projects and assist in oversight of Discoveryland during weekend services.

## Primary Duties and Responsibilities

### Volunteer Leadership

- **Recruiting:** Seeking out and contacting potential ministry volunteers
- **Onboarding & Orientation:** Following the processes and procedures to bring people onto the team, placing them on the schedule, and training them on how to serve in a room.
- **Coaching & Training:** Provide ministry coaching and accountability with early childhood volunteer teams.
- **Care:** Provide care and encouragement for each volunteer team under your leadership.
- **Curriculum:** Ensure all early childhood rooms are adequately resourced to carry out the weekly lesson.
- **Communication:** Develop and maintain avenues of communication with volunteers, families, Discoveryland teammates, and church staff
- **Environment:** Maintain and upgrade rooms to ensure a safe and fun place for children and volunteers.
- **Meetings:** Attend Discoveryland staff meetings.
- **Staff Meetings:** Attend staff meetings for global, visionary, and organizational matters.
- **Church Membership:** If not already a member, take the 4 Steps classes and complete church membership.

## Secondary Responsibilities

### Department Support

- **Outreach and Ministry events:** Support the Discoveryland Team with ideas, communication and resources for outreach and ministry events

- **Teamwork:** Assist the Discoveryland Team in various projects as needed to build teamwork.
- **Oversee:** Assist with oversight of Discoveryland during our regular service times.
- **Budget:** Assist the Discoveryland Children's Pastor with the preparation of the annual budget.
- **Other duties as assigned:** There may be times when the Children's Pastor or church leadership will ask your help for programs or events outside of your direct responsibilities.

## **Commissioned Responsibilities and Expectations**

- **Commission:** At Northwoods, commissioned staff are spiritually ready to minister to the congregation and community on a personal level.
- **Care Responsibilities:** The expression of care may include but not be limited to: Prayer, teaching, encouragement, shepherding, equipping, personal ministry, and visitation.
- **Expectations:** To be a spiritual leader in our community who contributes to the spiritual growth and formation of the people he/she leads and influences publicly and privately.

## **Interaction with Others**

Able to work well with other Northwoods' staff, adult volunteers, parents, and children. Frequent connection with co-workers and the Children's Pastor for the purpose of care giving, truth telling, listening, and transparency is expected.

## **Desired Skills, Abilities, and Characteristics**

Administration, computer, and Microsoft Office knowledge, written, verbal, and interpersonal skills, love for God and volunteers, desire to see others succeed, self-educator, demonstrate initiative, innovative.

## **Beneficial Spiritual Gifts**

Leadership, Administration, Shepherding, and Wisdom

## **Education and Experience Required**

College degree or 2 years' experience in Children's Ministry

## **Pay and Benefits Information**

# Children's Early Childhood Associate

## Pay and Benefits Information

The pay range for this position is expected to begin at \$15.00/hour. The exact base rate will be set based on the candidate's experience and our available budget at the time of hire. This part-time position will allow for some benefits, like group dental & vision, as well as a match to a sponsored retirement plan (after 1 year of service if the employee meets the plan requirements).