

The Crossing

Position Profile

Date: 9/18/18

Position Title: Early Childhood Director

Ministry

Operations

Department: TC Kids

Reports to: Executive Pastor

Status: Part Time Full Time

Non-Exempt

Exempt

Total Hours per week: 40

Weekend Hours: (10 of the total)

Foundational Scripture

“Be careful. Don’t think these little children are worth nothing. I tell you that they have angels in heaven who are always with my Father in heaven.” Matthew 18:10 New Century Version (NCV)

“He did it so that they might prepare God’s people to serve. If they do, the body of Christ will be built up.” Ephesians 4:12 New International Version (NIV)

Summary of Role

The Early Childhood Director is responsible for development and implementation of the vision, strategy and tactical elements for the weekend experience from birth through Kindergarten kids at The Crossing.

Ministry Responsibilities (if applicable)

- Recruiting, Disciple and Develop volunteers
- Praying for people
- Care for volunteers

Responsibilities

- Review and develop curriculum for the Preschool program.
- Carry the vision for TC Kids
- Offers care and encouragement for staff and volunteers
- Meet regularly with ministry leaders and key volunteers.
- Develops strategy for recruiting and retaining volunteers
- Develop communication plan to keep supervisor, volunteers and parents informed.
- Help implement all safety and security processes
- Participate in leadership level staff meetings and time away as required.
- Cooperate with the Kids Pastor by performing any other duties when assigned
- Teach, when requested or needed.
- Work with Children Pastor to create ideal transitions to elementary.
- Develop relationships with Early Childhood (birth-kinder) aged kids and their families.
- Ensure that rooms and facilities reflect a safe, professional, Christian environment.

The Crossing

Qualifications

- Growing walk with Jesus Christ, exemplified by a life of obedience and example
- Whole-heartedly supports the vision, values and ministry philosophy of The Crossing
- Brings the full tithe to The Crossing
- Passion for ministry to children and seeing both parents and children grow in faith
- High capacity producer with ability to multi-task and value the importance of organization and details
- Possessing strong interpersonal skills with the ability to maintain healthy and motivating relationships with staff, coworkers, and volunteers.
- Proficient use of PC and Mac platforms/software (document processing; media preparation and presentation)