

General Job Details:

Position Title: Early Childhood Ministry Coordinator

Department: Early Childhood Ministry, and Children and Family Ministry

Reports to: Director of Children and Family Ministry

Oversees: Nursery and classroom staff and volunteers

Work Schedule and Hours: Sundays; weekdays, evenings and holidays (including Christmas Eve and Easter) as needed

Weekly hours range from 5-8 hours

Ideal Start Date: July 1, 2021

Pay: \$7,000/year, including holiday hours

Purpose of This Position

The mission of Saint Michael and All Angels Episcopal Church (SMAA) is to build Christian disciples for a transformed community. The Children and Family Ministry at SMAA seeks to provide families and children with the tools they need to grow into faithful disciples of Christ. This position will assist the Children and Family Ministry and SMAA in their goals, focusing on building a faith foundation for Saint Michael's youngest members.

Desired Results/Impact of This Position

- Develop teams of staff and volunteers for Early Childhood Sunday classes that will lead the next generation to become followers of Jesus.
- Responsible for the coordination, implementation, and logistics of all SMAA Early Childhood ministry curriculums working alongside the Children and Family Ministry team and classroom teachers to provide a safe and nurturing environment where young children can learn, share, play, and develop their faith.
- Work alongside the Children and Family Ministry team and Saint Michael Episcopal School administration to effectively share spaces.

Key Responsibilities

Regularly spend time with volunteer leaders, parents, and children:

- Volunteer yourself, and recruit classroom volunteers and anchor teachers, for all teaching environments
- Manage and coordinate classroom volunteers and anchor teachers for all childcare needs
- Develop / Equip / Encourage in partnership with Children and Family Ministry team
- Schedule weekly teachers and volunteers
- Develop and plan curriculum alongside Children and Family Ministry team
- Communicate to parents, volunteers, and staff regarding the Early Childhood curriculum on a consistent basis
- Implement curriculum needs (crafts, snacks, teaching supplies, organizational needs, etc.)
- Communicate supplies needed to Children and Family Ministry administrative assistant for ordering

- Maintain supplies needed to make the curriculum dynamic & oversee resource areas
- VBS and other curriculum coordination is included
- Serve as a welcoming presence to all families who attend Sunday and midweek ministry gatherings alongside Children and Family Ministry team
- Develop relationships with volunteers and families
- Actively participate in the larger ministry of Children and Family Ministry and SMAA

Education, Experience, Skills, Ability Requirements

- Education: Bachelor's degree preferred, not required
- Experience: At least one year of experience in children's ministry or other childcare environments
- Knowledge and Skills: Microsoft Office, database management, time management, ability to maintain staff and volunteer scheduling, classroom and child safety management

Abilities:

- Strong organizational, planning, and leadership skills
- Creative, energetic self-starter
- Teaching children through reading, music, play, art, and other general activities
- Familiar with biblical stories, child development, safety procedures
- Ability to work within a budget
- Communicate effectively with parents, children, and volunteers both verbally and in written form
- Punctuality and dependability
- Flexibility and quick thinking
- Ability to lift 40-50 lbs. (the weight of a young child)

WORKPLACE EXPECTATIONS

- Loves Jesus and the people of SMAA
- Acts as an advocate of the culture and mission of SMAA
- Christian Faith aligned with the beliefs of SMAA- For more information on our beliefs, visit saintmichael.org/what-we-believe
- Commits to and exhibits the Core Values of SMAA
 - Collaborative, Loyal, Effective, Kind, Growth Oriented
- Must be able to work evenings as needed, Sundays, and holidays (including Christmas Eve and Easter)
- Must be willing and able to arrive early for classroom set up and confirm teacher/volunteer coverage for the day

Applicants can submit resumes to Regan Wallace, rwallace@saintmichael.org, director of Children and Family Ministry.