



Early Childhood Coordinator

Jesus loves the little children, and so do we! Our Early Childhood ministry develops and cares for the youngest members of our Grove family, sharing the love of Jesus with kids from infant through Kindergarten age. With a large number of children at The Grove, this position is highly administrative in nature. The Coordinator works closely with the Director to create vision and develop programs and activities for the KIDS Discovery Ministry. While in this role, the individual will be trained and equipped for future leadership in kids' ministry or another setting.

Reports To: Early Childhood Ministry Director
Oversees: Volunteers, Early Childhood Ministry Assistants
Works: 40 hours, exempt

Administrative – 35%

- Financial—track budget, purchase orders, reimbursement requests, etc.
- Order supplies as needed.
- Manage F1 database of attendees and volunteers.

Leadership – 30%

- Recruit, train, schedule and supervise volunteers and employees.
- Coordinate new volunteer paperwork.
- Build community and vision in volunteer and leadership teams.
- Maintain communication with volunteers to ensure overall health and effectiveness.
- Communicate regularly with mid-week leaders through emails/calls/cards.
- Coordinate appreciations for volunteers, leaders and staff.

Ministry Programs & Events – 15%

- Oversee all elements of the mid-week and weekend programs and activities.
- Continually evaluate effectiveness of KIDS Discovery and Explorer Club.
- Participate in planning and executing specific areas of Summer Splash.

Parents – 10%

- Provide families with resources for personal and spiritual growth.
- Provides parent information regarding curriculum and upcoming activities.
- Partner with Director in providing training opportunities in the spiritual development of their children.
- Participate in the planning and executing of Grove Family events.

Other Ministry – 10%

- Cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines.
- Assist in creating age-appropriate environments for kids to experience God.
- Attend Early Childhood leadership team meetings, church all-staff meetings, devotions and trainings.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*