

JOB DESCRIPTION

Position Title	Crew Leader
Position Reports to:	Early Childhood Team Leader
Department:	Children's Ministry
Schedule (may vary)	Hours vary depending on assignment (8 – 10 hours/wk)

General Description

Support Children's Ministry vision: "created and loved to discover, wonder, play and grow." The crew leader provides direction to crew and volunteers assigned to a specific classroom. The position includes planning developmentally appropriate learning experiences for children that provide opportunities for them to discover God's promises. Crew leaders work with the Early Childhood and Elementary Team Leaders to develop routines, environments and materials that engage children in discovery, wonder, play and learning. The crew leader is responsible for encouraging and building a team that is committed to serving regularly, and for maintaining a nurturing, safe, and healthy environment for children.

This position requires the individual to work Sunday mornings (arriving at 8:00 a.m. to set up environments), attend a mid-week team meeting, and work from home as required to complete responsibilities. Candidates must have a keen understanding of children's developmental ages and stages, strong organizational skills and follow through as well as the ability to inspire others to serve in children's ministry.

Specific Duties and Responsibilities

During the Weekend Responsibilities

- Sunday Morning 8:00 a.m.- 1:00 p.m. (approximately 5 hours)
- Arrive on time to set up rooms and learning experiences
- Greet volunteers as they arrive early and have a time of prayer with your crew
- In coordination with the CM team leader, ensure adequate staffing and provide support as needed
- Communicate with parents regarding the purpose, values, and procedures of Children's Ministry
- Seize any opportunity to recruit (be on the lookout for potential volunteers for the ministry)
- Provide ongoing support, training and encouragement as needed to crew members
- Record the attendance from Sunday morning services and submit count sheet
- Clean up rooms at the end of the day and prepare closets and supplies for following weekend.

During the Week Responsibilities

- 2 - 5 hours during the week depending on assignment
- Communicate closely with Early Childhood Team Leader.
- Attend Children's Ministry team meetings
- Create simple routines that promote friendships and include interactive activities that fit with Children's Ministry values
- Prepare learning experiences in coordination with other crew leaders in Children Ministry
- Partner with Children's Ministry staff to design effective strategies for volunteer recruitment and retention
- Encourage volunteers using a variety of methods
- Coordinate Monthly volunteer reminder message with Volunteer Administrative Coordinator
- Each week review and update volunteer schedule to ensure adequate staffing on Sunday mornings

- Communicate directly with that week's volunteers to prepare them for Sunday's learning experience
- Contact and arrange substitutes as needed
- Return phone calls and emails promptly (within 24 hours unless it is your day off)
- Document all follow through efforts with volunteers and crew members.

Additional Responsibilities

- Attend CM Staff Meetings
- Be a team player and support any area of CM when needed

Special Assignments

- Assist with training new volunteers
- Help with Christmas Eve childcare at some of the services (if in town for Christmas)
- Help with Harvest Party (optional)

Knowledge Skills Required for the Job

- Knowledge and experience in Early Childhood Education, Child Development or related field
- Extremely dependable
- Organized
- Excellent relationship building skills
- Must have the ability to self-start and follow through.
- Team player
- Passion for working with children

Desirable Qualifications

- Maintain a personal relationship with Jesus Christ
- Be a committed part of North Coast Calvary Chapel, attending worship services regularly
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer

Work Environment

- Can be chaotic and loud at times
- Necessitates dealing with multiple tasks at once
- This position oversees volunteers working in more than one room at a time
- Potential issues with sick and injured children
- Ability to respond to parent questions and concerns while consistently remaining kind and calm

Physical Requirements

- Able to lift items of at least 30 lbs
- Repeated lifting and bending
- Able to be on your feet for long periods of time
- Able to move between rooms as needs dictate
- Walking (frequently)
- Stairs (occasionally)
- Standing (frequently)
- Typing - computer keyboard
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)