

JOB DESCRIPTION

Position Title	Crew Member
Position Reports to:	Early Childhood Team Leader
Department:	Children's Ministry
Schedule (may vary)	6 hours/week

General Description

Support Children's Ministry vision: "created and loved to discover, wonder, play and grow." The crew member provides support to children and volunteers assigned to a specific classroom. The position includes assisting in developmentally appropriate learning experiences for children that provide opportunities for them to discover God's promises. Crew members implement routines, environments and materials that engage children in discovery, wonder, play and learning. The crew member encourages other's serving in the classroom, and maintains 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), and attend a mid-week team meeting. Candidates must have a keen understanding of children's developmental ages and stages, a positive attitude that inspires 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 participate in prayer with your crew
- In coordination with the Crew 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 and encouragement as needed to volunteers
- Clean up rooms at the end of the day and prepare closets and supplies for following weekend.

During the Week Responsibilities

- 1-2 hours during the week to attend the Children's Ministry team meeting

Additional Responsibilities

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

Special Assignments

- 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

- 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)