



JOB DESCRIPTION

Position Title	4's- Prek Coordinator
Position Reports to:	Early Childhood Department Leader
Department:	Children's Ministry
Schedule (may vary)	10 hours, mostly weekend hours

General Description

To build a strong team of volunteers who will serve in our 4 & 5 year olds classroom on Sunday Morning. Be the point person for volunteers and direct the flow of the rooms. Clean up rooms and preparation for Sunday morning following both the 8:45 am and 10:45 am services.

Position requires the individual to work Sunday mornings arriving at 8:00 a.m. for setting up and staffing for the Sunday morning services. Position requires strong organizational skills as well as the ability to recruit volunteers. Must be able to work with volunteers to build a team as well as direct volunteers and student volunteers within the room they are serving in, for the care of 4 & 5 year old children.

Specific Duties and Responsibilities

- Attend CM Staff Meetings
- Attend Early Childhood Department Meetings
- Communicate closely with Early Childhood Team Leader
- Be a team player and support any area of CM when needed

During the Weekend Responsibilities

- Arrive by 8:00 am on Sunday to set up rooms
- Greet volunteers as they arrive early and have a time of prayer with your team
- Rotate between rooms to be sure volunteers have everything under control
- Communicate with parents regarding the purpose, value, and procedures of Children's Ministry
- Spend time talking with the church body and recruiting volunteers for the rooms
- Recruit, recruit, recruit (be on the lookout for potential volunteers for the ministry)
- Orient new volunteers with their duties in the room as well as volunteer paperwork requirements
- Implement curriculum for the 4 years old-Prek, and let volunteers know of lesson.
- 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

- Connect with the Saturday night coordinator and Department leader about what is happening
- Follow up within a few days with volunteers who had unplanned absences
- Return phone calls and emails promptly (within 24 hours unless it is your day off)
- Provide the Sunday morning volunteers with a monthly volunteer schedule
- Recruit volunteers needed for the rooms; arrange substitutes as needed
- Meet deadlines

General Breakdown of Hours Per Week

- Sunday Morning 8:00 a.m.- 1:00 p.m. (approximately 5 hours)
- 5 hours during the week to connect with Department Leader, Sunday Coordinator, connect with volunteers (emails / calls / schedules), prepare small group supplies and attend CM staff meetings

Special Assignments

- Fill in for Saturday Coordinator when they are away
- 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

- Extremely dependable
- Organized
- Excellent recruiting skills
- Managerial experience
- Team player
- Passion for working with children

Special Assignments

- Fill in for Saturday Coordinator when they are away
- Assist with ministry-wide training of 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

- Extremely dependable
- Organized
- Excellent recruiting skills
- Managerial experience
- 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