

Early Childhood Coordinator

Job Description

Revised: 11/24/03



BASIC FUNCTION

- Promotes nursery/preschool ministries
- Work with the Children's Pastor to develop and carry out the vision for nursery/preschool ministries
- Coordinate Saturday night and Sunday morning ministries to nursery, toddler, and preschool children
- Work with the various infant and preschool coordinators to direct the overall ministry to infants, toddlers, and preschool children at CLF
- Plans for and implements the development of all volunteer ministries to children birth through five years old
- Recruit, train, and nurture volunteers serving our nursery/preschool children
- Serve as a resource to pastors, children, parents, and teachers

SPECIFIC ONGOING MINISTRIES

- Coordination of Sunday morning preschool children's ministries
- Coordinates the recruitment and scheduling of all volunteers in the nursery, toddler, and preschool departments.
- Develops outreach and follow-up to families with small children
- Develops training opportunities for those who volunteer to work with preschoolers in our church
- Directs the ordering of any and all supplies and curriculum needed in the nursery/preschool ministries
- Coordinates all infant & toddler nursery needs for special event childcare. Works with individual ministries in providing oversight to staffing, facilities, policies, and supplies.

SPECIFIC OCCASIONAL MINISTRIES

- Visits children and parents when hospitalized
- Visits all new-borns and their families
- Works with children's pastor in coordinating volunteers for special events involving all children.
- Assists with special events childcare

PURPOSES:

The Kids Ministries of Christian Life Fellowship exist to:

Introduce children to the Gospel,
Minister to their needs,
Pray for them, that they will
Accept Christ as Savior.
Connect them with other Christians and
Train them for a life-long relationship with Jesus Christ.



Christian Life Fellowship

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Introduce • Minister • Pray • Accept • Connect • Train