

Job Description

Position: Early Childhood Lead
Revised Date: July 30, 2026
Reports To: Managing Director, Kid Life
Employment Status: Full-Time
FLSA Status: Non-Exempt
Hourly Requirements: 40 Hours Per Week
Location: Living Word, Red Lion, PA – On-site



Position Summary:

The Early Childhood Lead provides leadership for Living Word Community Church's ministry to children from birth through preschool by creating safe, nurturing, Christ-centered environments where young children experience the love of Jesus, begin building biblical foundations, and develop meaningful relationships with caring leaders. This position recruits, equips, coaches, and shepherds volunteers while ensuring excellence in age-appropriate curriculum, childcare practices, safety, guest experience, and ministry operations.

Key Responsibilities:

1. Early Childhood Ministry Leadership and Family Engagement

- Provide vision, leadership, and oversight for all nursery and preschool ministry environments serving children from birth through preschool.
- Develop strong relationships with children and families while fostering a warm, welcoming, and engaging ministry culture.
- Ensure every Sunday and weekday experience is safe, organized, nurturing, biblically accurate, developmentally appropriate, and engaging.
- Oversee classroom preparation, age-appropriate curriculum implementation, supplies, toys, and learning environments.
- Partner with families through clear communication, helpful resources, and thoughtful support as children transition between early childhood environments.
- Evaluate and implement best practice approaches associated with children ministry programs.

2. Volunteer Development, Recruitment and Retention

- Recruit, onboard, train, schedule, encourage, and retain a thriving volunteer leadership team.
- Build strong relationships with volunteers and cultivate a healthy culture of care, communication, appreciation, and shared ministry ownership.
- Coordinate classroom leaders and volunteers for all weekend services and special ministry events.
- Identify and develop future volunteer leaders through intentional coaching, mentoring, and regular communication.

3. Ministry Operations, Safety and Team Collaboration

- Maintain appropriate volunteer-to-child ratios and room capacities while ensuring excellent care and guest experiences.

- Ensure consistent procedures for check-in and dismissal, allergies, feeding, diapering, restroom assistance, sanitation, and incident documentation.
- Ensure compliance with all church safety, child protection, security, emergency, and health policies.
- Monitor classroom needs and proactively recommend improvements to programming, facilities, equipment, and ministry resources.
- Provide support during major church events, holiday programming, Summer Camp, family events, volunteer trainings, and special initiatives.
- Participate in strategic planning, staff meetings, leadership development, and ministry improvement initiatives.
- Collaborate with fellow Kid Life staff to ensure consistency of vision, ministry philosophy, and guest experience.
- Perform additional ministry responsibilities as assigned to support the overall mission of Living Word.

Qualifications

- Bachelor's degree preferred. Preference in education, child development, ministry or related field.
- Minimum of 3 years in early childhood development, ministry, or related field.
- Experience recruiting, coaching, and leading large volunteer teams; knowledge of developmentally appropriate practices for infants, toddlers, and preschoolers.
- Vibrant, growing relationship with Jesus, marked by love for God's Word, people, and mission; has professed faith and been baptized.
- Maintains a healthy spiritual life through consistent spiritual practices.
- Demonstrates strong Christlike character and integrity.
- Demonstrates flexibility, composure, and problem-solving ability in live ministry environments.
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values.
- Communicates clearly, relates well to others, and functions effectively as a team player.
- Strong organizational skills with high attention to detail and accuracy.
- Commitment to collaboration, and continuous improvement.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Leads relationally with wisdom and grace - shepherding others, pursuing growth, and handling conflict with truth and love.

Working Conditions and Physical Demands

This role regularly requires non-traditional hours, including weekends, and extended hours during major ministry seasons and special events. Must possess ability to actively engage with infants, children and parents in classroom environments and work in active children's ministry environments for extended periods. The role requires the ability to stand for extended periods, kneel, bend, and lift 30 pounds.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.