Montgomery Community Church
Position Description

Title: Early Childhood Coordinator

Classification: Part-Time, Non-Exempt, Up to 24 hrs/wk

Benefits: As indicated in the Employee Handbook

Purpose: The role provides oversight for our early childhood volunteers and ensures that they are fully trained and scheduled. Moreover, it also involves managing ongoing administrative tasks for MCC Kids.

Responsibilities:
1) Recruit, train, support, and schedule our early childhood experience/prep volunteers.
2) Plan, edit, purchase, and organize curriculum/supplies.
3) Manage our early childhood volunteer records in Planning Center/update their qualifications and information *(example: background checks)*.
4) Document MCC Kids attendance and enter first-time guests into Realm.
5) Prepare/clear early childhood rooms.
6) Enter room reservations for MCC Kids events in eSpace and events in our MCC's Master Calendar for early childhood.
7) Monitor labor/spending within approved budgeted parameters.
8) Help plan, promote, and implement special events within a team setting.
9) Other duties as assigned by Kid's Pastor.

Performance Expectations:
1) Curriculum is planned, organized, and executed in a timely manner.
2) Schedules volunteers for Sundays and seasonal events.
3) Manages administrative tasks in a timely manner.
4) Develop strong/positive relationships with volunteers and families.

Qualifications:
1) Demonstrated leadership with Kids Ministry.
2) Models a life surrendered to King Jesus and lives the message they teach.
3) Agreement/support of MCC's Statement of Faith, Mission, and Vision.
4) Associate's Degree or comparable direct work experience.
5) Regularly attends MCC on Sundays.

Reports to: Kid's Pastor