

Job Description

Position: Children's Ministry Early Childhood Coordinator

FLSA Status: Exempt

Band: 5

Department: Downtown Children's Ministry

Reports to: Downtown Children's Ministry Director

Date: September 19, 2022

Hours Worked: 20 hours, including Sunday mornings from 8am to 1pm

POSITION SUMMARY

The Redeemer Downtown Early Childhood Coordinator supervises and coordinates staffing, volunteers, programming and curriculum for all nursery and preschool services at Redeemer Downtown. This person will work alongside the Children's Ministry Director to lead the early childhood ministry and other children's ministry events that are gospel-centered, age appropriate, and fit in with the overall vision of Redeemer Children's Ministry and Redeemer at large.

ROLES AND RESPONSIBILITIES

- Recruit, train, and manage all volunteers and all facets of the early childhood program.
- Coordinate all nursery and preschool programming including class schedules, curriculum and classroom needs.
- Oversee the hiring, management, and development of all nursery and preschool staff including interviewing potential staff, weekly staff meetings on Sundays, and conducting 1-2 staff evaluations per year.
- Oversee the scheduling and management of all early childhood volunteers.
- Plan and lead 1-2 trainings per year for nursery staff and volunteers.
- Oversee all early childhood set up and check-in on Sundays.
- Welcome and connect families with early childhood age children to Redeemer Downtown and regularly strategize how to better support families and help them get connected to Redeemer Children's Ministry and the church at large.
- Plan two community building events each ministry year for families with early childhood age children.

- Collaborate with the Children's Ministry team to host monthly family lunches.

QUALIFICATIONS

- Passion for Redeemer's vision to serve New York City.
- Gospel-oriented heart to serve God, families and children in New York City.
- Candidate should be aligned with the core theological principles of Redeemer and the Presbyterian Church of America, including the Westminster Confession.
- Good knowledge of physical, intellectual, emotional and spiritual development of children.
- Strong administrative and teaching skills
- A proven team player with the ability to adapt and thrive in a highly dynamic and complex organizational environment.
- Strong problem solving and decision making skills.
- Ability to bring peace and biblical resolution to encounters marked by high emotions, expectations and demands of highly vested community members.
- Excellent communication, customer service and interpersonal skills.
- Strong project management and organizational skills.
- Proficient in database management, multi channel electronic communications, GSuite, MS Office applications and internet navigation.
- Minimum four year undergraduate degree, or related experience and qualifications.
- 2 + years experience working with children in a ministry context.