



Redeemer West Side Job Description

Position: **Early Education Coordinator**
FLSA Status: Exempt
Department: West Side Children's Ministry
Date: July 15, 2021

Band: 5
Work Hours: Full-time
Reports to: CM Director

Position Summary

The Early Education Coordinator supervises and coordinates programming and curriculum for all early education services at Redeemer West Side. This person will report to the Children's Ministry (CM) Director to help lead a preschool ministry, co-lead the nursery with CM Director, and other CM events that are gospel centered, age appropriate, and fits in with the overall vision of Redeemer West Side Children's Ministry and Redeemer West Side at large.

Job Description

- Plan and write Sunday Curricula and KCG curricula using the formats designated by the CM Director
- Coordinate all preschool programming including communications with volunteers, staff, and parents to make Sundays run smoothly
- Coordinate all nursery programming with the CM Director including but not limited to preparing Sunday written lessons, coordinating and scheduling nursery staff
- Manage all paid childcare workers and their hire, performance management, and termination
- Execute appropriate KCG tasks during the school year, as designated by the CM Director
- Execute various events tasks for WSCM's annual events, such as VBS, Christmas events, Parents Night Out, Boxes of Love, Kits of Care, and more
- Continue ongoing conversations with our families who have children with additional needs, working to meet those needs and set up appropriate and welcoming class atmospheres for children of all abilities
- Work to empower volunteers and staff by trainings, debriefs, and community building
- Engage with families via the CM newsletter, Sunday written lessons, and verbal and email communications
- Flexibility within the WSCM team; ready to take on any task to help the team run smoothly
- Participation as a WS Team Member by attending meetings, trainings, and leadership summits

Qualifications

- Professing Christian with a personal relationship with Jesus Christ; engaging in community and accountable to the body of believers
- Passionate about sharing the gospel with children
- A proven team player with ability to adapt and thrive in a highly dynamic and complex organizational environment
- Strong problem solving and decision-making skills
- Strong time management
- Proficient in database management, multi channel electronic communications, GSuite, iMovie, MS Office applications and internet navigation
- Minimum four year undergraduate degree
- 2+ years of work with children in a ministry context
- Must pass background check and have two references

