



CHRIST PRESBYTERIAN CHURCH

Associate Director of Early Childhood (Infant-2 years old emphasis)

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Associate Director of Early Childhood is actively engaged in leading and developing programs for children, birth to 5 years old, with an emphasis on infants through 2-year-olds. This position is part of the Kids' Ministries team and works closely with the other Associate Director of Early Childhood (3-5 years old emphasis) in order to ensure an integrated and fluid program focused on Jesus. The position reports to the Director of Kids' Ministries.

PRIMARY RESPONSIBILITIES

- Partner with the Director of Kids' Ministries and team to develop, support, and implement a thriving kids' ministry
- Plan and coordinate all aspects of programming and childcare for infants through 2-year-olds
- Prepare lessons and teach on Sunday mornings and on some Wednesday mornings for infants through 5-year-olds
 - Create engaging environments for large group and small-group learning
 - Adapt and implement curriculum as needed
- Oversee and keep classrooms safe and clean
- Coordinate childcare for all weekly services (Saturday PM and Sunday AM), Wednesday evening programs, and other special church events throughout the year
- Oversee the interview and hiring process of childcare workers
- Build and develop relationships with families and partner with them in their spiritual development of their kids
- Assist in planning and implementation of Vacation Bible School
- Coordinate staff and volunteer recruiting, training, and leadership as needed; ensure that policies and procedures are being followed by volunteers
- Plan and facilitate special early-childhood events throughout the program year

OTHER DUTIES

- Set aside time each week for spiritual reading, studying, and learning
- Effectively communicate with staff, congregation, visitors, and vendors
- Intentional check-ins with the Associate Director of Early Childhood (3-5 years old emphasis) and the Director of Kids' Ministries
- Attend Kids' Ministries meetings as determined by the Director of Kids' Ministries.
- Attend CPC staff meetings and other staff day-away/retreats as determined by Associate Director of Kids' Ministries

- Work with the Kids' team to plan special holiday services and programs throughout the year (Advent, Lent, etc.)
- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Palm Sunday etc.), and other leadership events as needed

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Christ, with a working knowledge of Scripture and an active prayer life
- Ability to engage kids and families in authentic, relational ways
- Experience working and teaching children and leading in a ministry setting
- Proactive communicator, collaborative spirit, and team player
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- Strong organizational, detail-oriented, and multi-tasking skills
- Self-starter, strong work ethic
- An eagerness to learn with a teachable and flexible spirit
- A commitment to make CPC your home church and faith community

PREFERRED REQUIREMENTS

- Curriculum development
- Basic understanding of vocational ministry

PHYSICAL REQUIREMENTS

- Ability to sit, walk, and/or stand for extended times.

POSITION REPORTING: The Associate Director of Early Childhood reports to the Director of Kids' Ministries

HOURS: This is a 25-30 hour weekly, non-exempt, hourly position

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

For further information or to submit a resume and cover letter, email or mail:

employment@cpconline.org

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