



## Job Title

**Early Childhood Ministry Assistant**

Position reports to:	The Grove Family Ministry Director and Pastors
Employment status:	Nonexempt
Standard Work Schedule:	10 hours per week

## Position Objective

In alignment with overall vision, mission, and strategy of the church and in collaboration with Family Ministry Director, the Early Childhood Ministry Coordinator provides leadership and oversight to the programs of the church for families with children ages birth to age five.

## Roles and Responsibilities

### Program

Provide vision, development, and leadership to programs for birth to age 5.

- Develop engaging preschool Sunday School curriculum for 9 and 10:30 services September through May.
- Be the Sunday morning Preschool leader during the 9 and 10:30 services September through May.
- Programing for preschool children for VBS, leading adults and student volunteers for the week.
- Develop engaging one hour family gathering for Grasshopper in the Grove for eight Tuesdays in June and July.
- Develop fun craft activities for children and families that attend our Skoolie nights at the Woodbury location.

### Recruitment and Supervision

- Upkeep Sunday morning nursery schedule and send reminders.
- Upkeep non-Sunday morning childcare schedule and reminders.
- Train and supervise childcare workers in nursery procedures: including sign-in, safety, hospitality, etc. Assure all workers have current background checks.

### Planning and Administration

- Using church systems, provide communication to families.
- Prepare curriculum which aligns with the church's mission, vision, and values.
- Create and nurture a safe sanctuary environment.

## Qualifications

Bachelor's degree in a related field  
Proven track record of success in a paid family ministry position preferred.

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## **Characteristics**

- Alignment with The Grove's mission, vision, and values.
- Self-starter who can work both independently and collaboratively.
- Commitment to the spiritual growth of children and students.
- Interpersonal skills to motivate, inspire, and equip volunteers and teams.
- Strong overall written and spoken communication skills.
- Capable and gifted teacher of students
- Systems thinker, planner and implementer