

Birth - Toddler Coordinator

Cherry Hills
Community Church

BIRTH – TODDLER COORDINATOR

The Birth - Toddler Coordinator ensures we offer high-impact, highly-relational ministries that position children to grow spiritually and powerfully experience the love of Christ by leading the recruitment and onboarding of volunteers; coordinating the administrative and logistic support for the birth - toddler ministry; and ensuring children and their families are well served.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Pursue spiritual growth through community and a consistent, fruitful devotional life
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active members
- Be an active, engaged participant on Sunday mornings (Examples: serving, Section Communities, etc.)
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas Eve and Easter service, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

Recruit and Lead a Highly Effective Volunteer Team to Help Kids Grow Spiritually

- Build a culture defined by love and unity
- Build a strategic plan to identify and recruit volunteers (in collaboration with Early Childhood Director)
- Recruit volunteers and train, lead, and direct them for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement

Partner with the Early Childhood Director in Planning and Delivering High-caliber Trainings

Ensure Highly-Engaging Worship Experiences are Delivered for the Toddlers

- Ensure fun and engaging worship sing alongs that are age appropriate within the classroom setting

Serve and Support Team Members Before, During, and After the Sunday Services

- Ensure room is fully staffed and resources are prepared in advance
- Answer questions and serve as a resource

Partner with Volunteer Team to Cultivate Relationships with Children and Families

- Connect relationally with children and families during drop-off and pick-up times
- Take time to thoroughly understand each child's needs
- Build relationships with children during the weekend service and Pray for them and their families

Complete Administrative Responsibilities for the Birth - Toddler Ministry

- Maintain all administrative documentation (attendance, follow-up reports, etc.)
- Complete screening, processing, and paperwork for all volunteers
- Ensure all safety and security teams are held to the highest standards
- Assist in curriculum preparation and development

POSITION TYPE: FULL-TIME, EXEMPT
HOURS PER WEEK: 40+