

Birth - Toddler Coordinator



BIRTH - TODDLER COORDINATOR ROLE DESCRIPTION

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

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)

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 Weekend 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

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 Fellowship One is organized, accurate, and up-to-date
- Ensure all safety and security teams are held to the highest standards
- Assist in curriculum preparation and development

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Attend department and all-staff meetings

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40+

SUPERVISOR: Early Childhood Director