



EARLY CHILDHOOD DIRECTOR ROLE DESCRIPTION

The Early Childhood Director leads the Early Childhood Ministry, oversees the Preschool and Prekindergarten ministries, the Nursery and Toddler Ministries, and ensures high-impact, high-energy, highly-relational ministries. The Early Childhood Director position children to grow spiritually and powerfully experience the love of Christ; recruits, motivates, equips, trains and leads staff and volunteer teams to fulfill this vision; coordinates engaging, spiritually formative programming, events, and experiences; and ensures children and their families are well served.

RESPONSIBILITIES

Design and Execute Highly-Engaging, Spiritually Formative Programming for the Early Childhood Ministry

- Ensure all activities are gospel-centric, fun, and include depth of content and relationship
- Prepare and deliver large group program for early childhood
- Design relevant, engaging worship experiences for Early Childhood Kids
- Train leaders to lead highly relational and transformational groups
- Develop content and curriculum that inspires life change
- Ensure appropriate follow up to new children and families
- Assist in content development for church-wide, family-focused events and programs

Ensure Highly-Engaging Worship Experiences are Delivered for the Toddlers

- Ensure fun and engaging worship and teaching that is age appropriate within the classroom setting

Provide Strategic, Effective and Inspiring Leadership for Staff

- Build a culture defined by love and unity
- Manage the staff effectively both on the “what” (measureable outcomes) and the “how” (staff engagement and culture)
- Provide direction, training, support, feedback and coaching for those you lead
- Establish and monitor staff performance and development goals
- Partner with Organizational Development Director to hire, transition, evaluate and develop staff
- Complete performance reviews in collaboration with Organizational Development
- Lead teams to deliver personal and departmental goals

Build and Lead Highly Effective Early Childhood Volunteer Teams to Help Kids Grow Spiritually

- Build a culture defined by love and unity
- Coordinate a strategic plan to identify and recruit Preschool and Pre-Kindergarten volunteers
- Recruit volunteers and train, lead and direct them for maximum impact
- Lead Early Childhood Coordinator to build fully staffed volunteer team to oversee nursery and toddlers
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement
- Collaborate with Kidspoint Director in planning high caliber trainings
- Ensure all team members know and uphold safety and security procedures

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

- Ensure rooms are 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 Sunday services
- Pray for the children and families you serve

Complete Administrative Responsibilities for Early Childhood Ministry

- Maintain all administrative documents (attendance, follow-up reports, etc.)
- Complete screening, processing and paperwork for all volunteers
- In collaboration with the Kidspoint Director, develop and implement all safety and security teams
- Ensure CCB (Church Community Builder) is organized, accurate, and up-to-date

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner (on behalf of the Church and School)
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Kids Ministry Director
- Attend department and All-Staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You 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 daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold CHCC's [Statement of Our Faith](#)

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role:

Leadership
Teaching
Administration

Other gifts that may align well with this role include but are not limited to:

Shepherding
Evangelism

SUPERVISOR: Kidspoint Director

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40

SALARY RANGE: \$37,779 - \$56,669 Salary / Year

BENEFITS: Eligible Health, Dental, Vision, 403(b), Paid Vacation and Sick Leave