

# *Rolling Hills Covenant Church*

## *Job Description*

Title <b>Early Childhood Director</b>		Human Resources Signature	
Department <b>Children's Ministries</b>	Effective Date <b>June 2010</b>	Supersedes Date <b>April 2005</b>	
Personnel Commission Signature		Date	
<p>Our Vision</p> <p>Believing we live in a special moment in time and in a strategic international location for sharing the Gospel, we surrender ourselves and our resources to maximize this moment in the South Bay, Kazakhstan, and the world, and to demonstrate the beauty of how people who are culturally and economically diverse are made one in Christ, as we encourage and help one another grow together to maturity in Him.</p>			

**I. POSITION SUMMARY**

Provide leadership for the Early Childhood Ministry, 2 years old through kindergarten

**II. PRINCIPLE DUTIES AND RESPONSIBILITIES**

**A. Core Values**

Responsible to support the RHCC Purpose Statement, Vision Statement, and its Core Values in the following ways:

1. Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
2. Committed to the Bible as God's Word and the authority for Christian living above the values of tradition and culture.
3. Committed to the intentional cultivation of the inner life through worship, study of the Word, and prayer.
4. Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ.
5. Follows the example of leadership of the Good Shepherd Isaiah 40:11

**B. Adheres to Policies and Procedures**

Complies with church-wide and department specific policies and procedures.

**C. Areas of Emphasis**

1. Weekend Covenant Kids Classes (2 years old – kindergarten)
  - Recruits and maintains adequate volunteer staff for the EC weekend classes
  - Interview, screen and trains all volunteers in EC
  - Monitors volunteers' conduct and performance while serving with the children
  - Prepares and presents EC portion of teacher workshops and assists with general session
  - Review, evaluate and assign curriculum for Early Childhood

- Supervises the care and maintenance of the classrooms and the outside EC play area
  - Assists with the maintenance and recording of EC volunteer staff attendance
  - Oversees the arrangements for substitutes for Saturday/Sunday EC workers
  - Train in the leadership development of the Early Childhood Assistant
2. Weekday Ministry
    - Available to work on weekday evening(s)
    - Recruits and trains leadership for weekday ministry
    - Visible during scheduled program times to assist
    - Evaluates curriculum for each program, when necessary or in the event of an emergency
    - Meets regularly with leadership to monitor and evaluate ministry
  3. Special Events
    - Coordinates Angel Breakfast and Resurrection Journey, and Mission Adventure
    - Recruits, trains and supervises volunteers for the event
    - Responsible for the budget for the event
    - Oversees publicity for the event
    - Submits written report and evaluation within one month of each event

**D. Documentation/Information Management**

1. Maintains confidentiality in all matters pertaining to the church and personnel issues

**E. Leadership and Supervision**

1. Sets the standard and example for meaningful leadership and supervision opportunities for staff and congregation
2. Meet monthly with the CM Director and the CM Commission
3. Attend weekly CM Directors' meeting
4. Meet weekly with the Early Childhood Assistant to review responsibilities, create means for implementation of goals and visions and monitor performance
5. Conduct performance reviews for the Early Childhood Assistant

**F. Development/Professional Growth**

1. Attends classes and seminars as necessary to improve knowledge and skills

**G. Budget Responsibility**

1. Responsible to manage budgets for special events
2. Assist in budget planning and oversee expenditures made for Early Childhood

**H. Other duties as assigned within general scope of job and competencies**

**III. SUPERVISION**

1. Supervises: Early Childhood volunteers, Early Childhood Assistant
2. Supervisory Authority: Hire, evaluate and discipline

3. Supervised by: Director of Children's Ministries

**IV. MINIMUM SKILLS/EXPERIENCE/EDUCATION REQUIRED**

Requires demonstration of competency in working with young children (2 years – Kindergarten). Requires track record of effectiveness in working with adults. Requires significant experience in working in a Christian ministry. Requires excellent verbal and written communication skills. Must demonstrate strong management skills in overseeing multiple events simultaneously. Must have adequate computer skills.

Rhcc early child dtr