

Rolling Hills Covenant Church

Job Description

Title Early Childhood Assistant		Human Resources Signature	
Department Children's Ministries	Effective Date June 2010	Supersedes Date October 2002	
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

Provides support to the Early Childhood Director and Early Childhood Ministry for children, 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. Responsible to assist in the following areas of Early Childhood Ministry (2 years old – kindergarten):
 - a. Weekend Covenant Kids Classes
 - 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

- Assists in preparation and presents EC portion of teacher workshops
- Supervises the care and maintenance of the classrooms and the outside EC play area
- Assists with the maintenance and recording of EC staff attendance
- Arranges for substitutes for Saturday/Sunday EC workers
- b. Weekday Ministry
 - On campus during the scheduled ministry to assist if needed
- c. Special Events
 - Assists with the coordination of seasonal early childhood ministry special events
 - Assists with recruitment, training and supervision of volunteers for the event
- d. Administration
 - Attends monthly all staff Children's Ministries Meetings
 - Keeps regular office hours at church to insure availability to staff
 - Meets weekly with the EC Director to review responsibilities, create means for implementations of goals and monitors performance

D. Documentation/Information Management

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

E. Leadership and Supervision

1. Acts as a member of the Children's Ministries Team

F. Development/Professional Growth

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

G. Budget Responsibility

1. N/A

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

III. SUPERVISION

1. Supervises: Early Childhood weekend volunteers
2. Supervisory Authority: N/A
3. Supervised by: Early Childhood Director

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.