

Vineyard Church Northwest
Job Description

Position Title: Early Childhood Ministry Director

Status: Part-Time, Salaried (works approximately 24 hours per week)

Reports To: Pastor of Family Ministries

Position Summary: This position shall be responsible for the development, delivery, and management of the early childhood ministry program (infants to kindergarten) at the Vineyard Church Northwest (VCNW). This currently includes one Saturday evening service and two Sunday morning services. This position shall also be responsible for the coordination of the VCNW child care ministry for applicable classes and events that are held on-site at the facility.

Specific Responsibilities:

- ☐ Manage and provide leadership to the Jam Babies and Jam Jr. programs (infant to kindergarten) during the three weekend services.
- ☐ Recruit, train, and manage a team of committed and dependable volunteers.
- ☐ Select and/or develop age appropriate curriculum in the Vineyard style of children's ministry and ensure high quality teaching takes place.
- ☐ Ensure child-friendly, Vineyard-style worship.
- ☐ Facilitate appropriate health and safety procedures for children and volunteers.
- ☐ Prepare and manage the set-up and clean up of the designated ministry space.
- ☐ Schedule teams of volunteers for each service.
- ☐ Develop a positive relationship and partnership with parents of the children attending the program.
- ☐ Develop a positive relationship with the VCNW staff and volunteers.
- ☐ Manage and coordinate a high quality child care ministry program for classes and events held on site at VCNW.
- ☐ Develop and manage an efficient and effective early childhood ministry program budget.
- ☐ Follow all operational policies and procedures related to VCNW Children's Ministry.
- ☐ Attend VCNW staff meetings as requested.
- ☐ Maintain positive and timely communication with all volunteers, parents, and staff.
- ☐ Other responsibilities as assigned.

Experience and Skills Required:

- ☐ Strong love for children.
- ☐ Experience in providing ministry to children.
- ☐ Knowledge of child development.
- ☐ Knowledge of issues affecting families and children.
- ☐ Experience in developing, leading, and evaluating child ministry programs.
- ☐ Ability to recruit, manage, and lead volunteers.
- ☐ Ability to organize self and others.
- ☐ Ability to effectively communicate and listen to others.
- ☐ Ability to select, adapt, and/or write quality curriculums and materials.
- ☐ Ability to effectively train small and large groups.
- ☐ Ability to make decisions and problem solve effectively.
- ☐ Ability to pray for people utilizing the Vineyard Prayer Model.

Education Required:

- ☐ Bachelor's Degree in early childhood education or human service, or equivalent experience in providing ministry to young children.