

# LAFAYETTE CAMPUS

# EARLY CHILDHOOD STAFF

**REPORTS TO:** Lafayette Campus Kids Ministry Director

**RELATES CLOSELY WITH:** Kids Ministry Staff, Peers on Kids Ministry Campus Teams, Family Ministry team, Lafayette campus staff and Kids Ministry Volunteers

**CLASSIFICATION:** Part-Time/Hourly

The Lafayette Campus Early Childhood Staff role is a part-time job, which in conjunction with the Early Childhood team and broader Kids Ministry team, is responsible for supporting the vision, development, and execution of the Early Childhood program (ages birth-35 months). Works with EC team to strategically enrich the program, develop broader, innovative ways of valuing kids and their families and building and supporting the volunteer base. This role includes weekend and evening hours.

## PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatiron's staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatiron's DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

## PROFESSIONAL QUALIFICATIONS:

- Passionate about kids and their families.
- Experience recruiting, developing, and leading volunteers.
- Superior communication skills, written and verbal.
- Self-motivated with excellent organizational and time management skills.
- Ability to develop, equip, and mobilize volunteers.

## PRIMARY RESPONSIBILITIES

- Oversees all aspects of the Lafayette Early Childhood experience (birth-35 months)
- Recruits, trains, leads, equips, and motivates volunteers, which includes oversight of volunteer scheduling.
- Builds relationships with volunteers--provides care, support and shows appreciation.
- Oversees volunteer databases to ensure that information is up to date and relevant
- Assists with administrative tasks and needs of the ministry - credit card reports, emails, communication with parents, tracking attendance, etc.
- Contributes and participates in Kids Ministry direction and vision across campuses
- Collaborates with cross-campus Kids Ministry peers in shared initiatives.