

# LAFAYETTE CAMPUS

# EARLY CHILDHOOD STAFF

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

**RELATES CLOSELY WITH:** Lafayette Campus Early Childhood Staff team, Kids Ministry Staff, Lafayette campus staff and Kids Ministry Volunteers

**CLASSIFICATION:** Part-Time/Hourly (20-25 hours per week)

The Lafayette Campus Early Childhood Staff is a member of the Early Childhood Staff team. This team works in conjunction with the broader Kids Ministry team, is responsible for supporting the vision, development, and execution of the Early Childhood program (ages birth-34 months). This role includes weekend and evening hours.

## PERSONAL 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.

## 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

- Collaborates with the Early Childhood team to support all aspects of the Lafayette Early Childhood experience (birth-28 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
- Connects parents with family ministry resources as needed.