

**YORBA LINDA FRIENDS CHURCH
EARLY CHILDHOOD ASSOCIATE
FULL TIME**

JOB PURPOSE

To serve in a fun, fast paced ministry assisting in the development, coordination and administration of an effective early childhood ministry and KidsCare program.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Assist in the oversight of weekend services, including Saturday night rotations, holiday services, and KidsCare ministry support.
- Receive and approve KidsCare requests by partnering with ministries that utilize KidsCare.
- Oversee KidsCare hiring, training and ongoing supervision.
- Organize and schedule KidsCare staff and weekend volunteers, maintaining safety ratios.
- Review and assist in the development of creative Early Childhood large group and small group weekends and KidsCare ministry support. (i.e. Parent Nights Out)
- Teach Early Childhood large group when requested.
- Ensure that facilities reflect a safe, organized, clean, professional, Christian environment and are set-up properly for weekend services and KidsCare ministry support.
- Enlist, equip and encourage KidsCare staff and volunteers for leadership.
- Develop relationships with KidsCare staff, weekend volunteers and families.
- Assist in the development and implementation of Family Fun Fest, VBS and ministry support for other large events.
- Cooperate with the Early Childhood Director by performing any other duties when assigned or instructed and ensure that all Kidventure policies and values are followed.
- Participate in Rooted or other, all-church Group Life series as requested.
- Attend staff meetings, retreats, and conferences; keep current in related field.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field; or equivalent combination of education and experience is greatly desired.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate, and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of*

those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.

GENERAL SIGN OFF

The employee is expected to adhere to all Church policies and to act as a role model in the adherence to Church policies.