

FRIENDS CHURCH

EARLY CHILDHOOD ASSOCIATE PART-TIME

JOB PURPOSE

To serve the church by assisting in the development, coordination and administration of an effective early childhood ministry program.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Assist in developing, supervising and guiding a comprehensive educational ministry for early childhood children of the church.
- Review, develop, and implement curriculum for the weekend.
- Teach large group as needed.
- Assist in the oversight of weekend services, including every Sunday morning, Saturday night on rotation and holiday services.
- Oversee the early childhood program on Sunday nights.
- Ensure that the facility reflects a safe, organized, clean, professional, Christian environment.
- Enlist, equip and encourage volunteers for leadership within Early Childhood ministry.
- Develop relationships with Early Childhood volunteers, children and their families.
- Assist in the development and implementation of Family Fun Fest, VBS and other large events.
- Cooperate with the Early Childhood Director by performing any other duties when assigned or instructed and ensure that all Friends Kids policies and values are followed.
- Provide curriculum support and assist with KidsCare events as needed.
- 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 members 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 30 pounds