



PARKVIEW
COMMUNITY CHURCH

Job Description

Title: Early Childhood Director

Purpose: Parkview Kids exists to partner with parents to lead children into a transformational relationship with Jesus and impact their world through his grace. The Early Childhood Director will help to execute that vision within the context of Parkview Kids by providing leadership to all aspects of the Early Childhood program.

Responsible to: Children's Pastor

Requirements:

Spiritual

- Growing Christian, deepening his/her personal relationship with Jesus Christ and Modeling this to others (1 Timothy 3:1-13)
- Currently a member or in the process of becoming a member of Parkview Community Church.
- Possess a desire to be an active participant in seeing real people, with real faith, experience real change.

Personal

- Teachable
- Team Player
- Servant's heart
- Able to take direction as well as work independently
- Personable
- Creative
- Self motivated
- Leader
- Positive / affirming attitude
- Flexible

Corporate

- People Matter To God & to us
- Relevant Teaching Makes the profound truth of scripture accessible to everyone
- Everyday Worship We are called to be living sacrifices 24/7
- Ridiculous Generosity Changes our community & our world by changing us
- Better Together Authentic community is critical to growth
- Everybody Does We will sacrificially serve with our time, talents & gifts



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Abilities, Tasks and Responsibilities:

Required Skills

- Ability to communicate clearly and cohesively in a multi-functional organization
- Ability to develop teams and lead through others
- Strong teamwork skills; ability to work cooperatively and jointly with various staff, ministries, organizations and volunteers
- Ability to lead and manage a multi-functional team
- Strong problem solving skills and detail-oriented
- Strong organizational and multi-tasking skills
- Strong verbal and written communication skills
- Ability to effectively manage time and to prioritize workload
- A heart for those outside the faith and a passion for those inside the faith
- Strong computer skills
- Experience in a large church children's ministry preferred
- Proven track record in this age level

Specific Responsibilities

- Early Childhood Responsibilities
 - Meet with the Early Childhood coordinators to develop relationship, process the ministry, and pray
 - Connect with and equip Early Childhood volunteers and assist them as needed
 - Meet with Early Childhood parents
 - Provide vision, leadership, and creative ideas to the Early Childhood area of Parkview Kids
 - Manage the schedule of volunteers each week, identifying and attempting to resolve any potential vacancies prior to weekend.
 - Send weekly emails to coordinators and ensure that they forward to their team
 - Review curriculum thoroughly and prepare necessary materials for each week
 - Prepare rooms for the weekend with activity stations, small group materials, large group area, and props
 - Attend Parkview Kids staff meetings bi-monthly
 - Be available to serve on Sundays and teach in this age group
 - Oversee the Event Care Coordinator and Event Care Staff Team
 - Build and lead teams of coordinators, large group teachers, small group leaders, worship, admin/craft prep, and events
 - Work with the Parkview Kids Team to plan and execute intentional events (Easter Egg Hunt, Daddy Daughter Dance, Preschool Party, Play dates in the Park) and assist in Parkview Kids Camp summer programming as needed

Time Requirements:

Full-time 40 hours per week