

## **Appleton Alliance Church**

### **Paid Staff Position**

**Position Title:** Early Childhood (Nursery) Coordinator  
**Hours:** 40 hours per week  
**Reports to:** Director of Discovery Land

### **Position Overview**

Set the vision and coordinate the Early Childhood (E.C.) Ministry of Discovery Land

### **Responsibilities**

Set vision and coordinate the following ministries

1. Sunday Early Childhood – all services (8:00am, 9:30am, 11:00am, 5:00pm, 6:30pm)  
*Note: Coordinator does not need to be present at all services; can recruit and train a Team Leader(s) to oversee specific services*
2. Tuesday Puggles and Little Quackers ministries – 6:30-8:15  
*Note: Coordinator does not need to be present; can recruit and train a Team Leader to oversee*
3. Special Event Childcare – as pre-approved by Director of Discovery Land

### Volunteer Staff

1. Build a leadership team to oversee specific ministries
2. Recruit & oversee volunteers for E.C.-related ministries
3. Conduct Early Childhood ministry training sessions
4. Encourage, appreciate, value, know, and pray for volunteers
5. Handle last-minute volunteer cancellations
6. Set rotational schedule for Sunday volunteers (school year & summer)

### Budget

1. Prepare and maintain the annual budgets for Early Childhood Ministries

### Additional responsibilities

1. Manage the Moms and More paid childcare staff
2. Revise the E.C. portion of the volunteer handbook on a yearly basis
3. Enforce safety and security policies
4. Order or develop/enhance curriculum for E. C.-related ministries
5. Maintain clean, organized and clutter-free rooms with safe, child-friendly equipment
6. Continually develop and invest in the E. C. ministry to keep it cutting edge and professional
7. Complete all tasks necessary for the efficiency of the E.C. Department

### **Requirements**

1. A growing, personal relationship with Jesus Christ and demonstrated spiritual maturity
2. E.C. Degree or experience in E.C. administration preferred
3. The ability to energetically communicate the ministry's vision to parents and volunteers
4. The ability to lead and encourage others in their spiritual walk
5. A passion for E.C. children to begin to know Jesus
6. A willingness to invite people to serve in the Early Childhood ministry and to recruit needed volunteers
7. The ability to keep current with Children's Ministries and the E.C. area
8. Continued growth in professional and spiritual leadership skills
9. Solid written and verbal communication skills
10. Strong organizational skills
11. Solid computer skills