

# EMBASSY CITY

<b>Job title</b>	<i>Early Childhood Coordinator</i>
<b>Department(s)</b>	<i>Children's</i>
<b>Reports to</b>	<i>Family Pastor</i>
<b>FLSA Classification</b>	
<b>Status</b>	<i>Full-Time</i>
<b>Location</b>	<i>Irving, TX</i>

## Vision Statement

We **Come** to know God, **Grow** in Faith, and **Go** change the world.

## Staff Values

Demonstrates Staff Values:

- We are Honest, Open & Transparent
- We collaborate
- We value each other
- We call our own fouls
- We inspect what we expect

## Organizational Level Requirements

Requirements include, but are not limited to:

- Oversee Early Childhood programs on the weekend
- Build leaders/ambassadors through relationships—constant communication: quarterly meetings, trainings, get togethers, etc.
- Teach and drive Core Values with ambassadors
- Network with people in a similar position but further ahead
- Promotes Church Core Values (HOT, WALK, GENEROUS, MULTI-CHURCH, AMBASSADOR, JOY, HONOR, EXCELLENCE)

## Job Description

The Early Childhood Coordinator is responsible to support the Family Pastor by implementing the vision of Embassy City Church, throughout our elementary programs

## Duties and Responsibilities

Primary job responsibilities include, but are not limited to:

- Promote, prepare, and implement age appropriate curriculum
- Recruit ambassadors regularly to the team.
- Weekly communication with kid's ambassadors
- Assist in the management and implementation of our check-in process
- Provide safe places for both kids and parents to talk
- Maintain age appropriate atmosphere and aesthetics
- Create engaging and relatable worship (including motions)
- Assist with quarterly child dedications
- Oversee the health, safety, and sanitation (ie: sanitation stations, and health concern warnings)
- Other duties as assigned by Family Pastor

## **Qualifications**

Qualifications include:

- 2 years' experience in leadership role, specifically leadership over a team of individuals
- Experience in ministry role, whether serving or previous employment
- Desire to learn and attain ministry degree and/or applicable child study degree
- Proven track record of leadership and character
- History in developing teams
- Great understanding of Biblical Authority
- Demonstrated faith and commitment to God, and family
- Must agree with, support, and live by the Embassy City Church *Statement of Faith*

## **Physical Requirements**

This position requires sitting, walking, bending, stooping, twisting and lifting up to 20 pounds or more as needed to fulfill job duties and requirements.

## **Additionally**

- An employee's duties and responsibilities may change.
- Embassy City is growing and one or more of the job duties and/or job responsibilities in this job description may change as well as the job title.