

TRURO Anglican Church Staff



Title: Early Childhood Coordinator
Reports to: Dir. of Kids Ministry; Dir. Of Family Min

Support Staff: 20-25 hours, exempt
Date Effective: 11/1/18

Position Description:

The Early Childhood Coordinator has a contagious love for Jesus and a love for young children and is responsible for programs and staff for all children at Truro ages 0-3. This includes coordinating and supervising nursery staff and volunteers, maintaining the highest standards of child safety, developing age appropriate curriculum, and serving as an integral part of the Family Ministries team.

Duties and Responsibilities:

- Recruit, train, coordinate, supervise and support paid nursery workers to ensure a safe a loving environment
- Serve in the nursery/classroom as a teacher and leader as needed
- Serve on Sunday mornings in Kids Ministry/nursery/toddler rooms, welcome and greet parents, help maintain safety standards and manage check-in processes in the nursery wing, and otherwise be a “team player” on Sunday mornings
- Develop curriculum for 0-1’s, 2-3’s, for Sunday and any other programming under the supervision of the Kids Ministry Director
- Help develop and maintain excellent check-in and other child safety procedures
- Partner with our pre-school as appropriate, especially in resourcing our mid-week early childhood programming for ESOL children
- Ensure excellent communication and partnership with parents
- Develop early childhood programming/nursery for special events (such as the Weekend Away, Alpha, special seminars, etc.)
- Help the Family Ministries team reach, evangelize, and disciple children, teens, and families
- Serve as resource for parents with young children
- Participate in staff meetings, trainings, etc. as assigned
- Other duties as assigned

Experience and Skills:

- Must have an active and personal relationship with Jesus and must be willing to participate fully in the life and ministry of Truro Church

- Must be both a leader and a team-player
- Must be a flexible problem solver willing to jump into a wide variety of situations as necessary
- Infant and child CPR/First Aid certification (or willingness to receive certification)
- At least 2 years experience caring for infants, toddlers, and/or preschoolers
- Understand unique developmental needs of infants and toddlers
- Detail oriented and able to manage numerous activities concurrently
- Must have high integrity and ethical standards
- Friendly, outgoing, warm, enthusiastic and has a passion for children
- Experience with curriculum and teaching, preferably early childhood
- College degree preferred

Physical Demands/Work Environment:

The physical demands are those necessary to successfully perform the essential functions of the position as outlined above. These include, but are not limited to:

- Ability to stand, walk and sit
- The use of hands, reaching, and stooping
- Ability to walking up multiple flights of stairs
- Must be able to lift a toddler to a changing table (approximately 30#)
- Ability to sit on floor, squat, bend, and other physical requirements of working with babies, toddlers and children

Special Notation:

All job descriptions are subject to change if the current AOM structure changes, and/or at the discretion of the Rector.