



## **JOB DESCRIPTION**

**Position Title:** RKidz Early Childhood Coordinator

**Ministry Department:** Next Gen (RKidz)

**Reports To:** RKidz Director **Status:** Full Time (including Sundays)

**Revised:** 07/2022

### **Primary Purpose**

To lead an environment where children (ages birth through kindergarten) and their families feel welcomed, loved and connected. The Early Childhood Coordinator will schedule, recruit, and train leaders within their environment, set up materials as needed and collaborate with the RKidz Team.

### **Position Requirements**

- College degree preferred, or one to three year's related experience.
- Experience leading people and working with children.
- Ability to engage with children in a developmentally appropriate manner.
- Strong desire and ability to love and lead volunteers.
- Ability to foster an environment of creativity and excitement.
- Basic Computer skills.
- Knowledge of Pro Presenter, CCB (Church Community Builder), and Mac preferred, but not required.
- Professional presence on the phone and in-person.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently, as well as with a team.
- Coachable and receives direction well.

### **Position Responsibilities**

- Recruit, train, schedule, and foster relationships with volunteer leaders.
- Weekly room set up including uploading monthly videos and clean up.
- Create welcoming and age-appropriate environments for children ages babies through kindergarten.
- Cast vision for the NexGen mission and align events, volunteers, and families to suit.
- Empower leaders to have ownership and promote engagement within the ministry.
- Create a fun and team driven environment in which leaders love to serve.
- Prep for leaders and be hospitable and encouraging to them as they serve.

- Collaborate with the RKidz Curriculum Coordinator as needed about Orange curriculum.
- Communicate positively with families and/or parents directly regarding issues or accidents.
- Maintain supplies and classrooms in a neat and orderly fashion.
- Attend necessary team meetings including RKidz, All Staff, NextGen, and Prep & Pray.

### **Personal and Spiritual Requirements**

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
  - Upholding Rockharbor's Core Values and mission
  - Regular attendance at Rockharbor Church services
  - Regular participation in a Community Group
  - Partnership through tithing and serving
  - Abstaining from smoking, vaping and illegal substances
  - Models discretion and positivity in use of Social Media
  - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!