

### **Principal Function**

Oversee all aspects of the early childhood ministry at Pacific Crossroads Church. Coordinate all Westside teachers and curriculum needs.

### **Specific Responsibilities**

#### **Director of Nursery**

- Children's Ministry Sunday Worker Supervision
  - Submit payroll to Accounts Payable
  - Manage Sunday Operations Coordinator and Nursery workers
- Oversee Craft coordinator for successful packaging, transport and delivery of Sunday morning supplies and office supplies (Sign-in sheets, snacks, time sheets, etc.)
- Nursery Child and Volunteer Training and Care
  - Coordinate lessons for the 1-2 year olds with the Director of CM
  - Create a quarterly song list for the 1 and 2 year-old classes

#### **Coordinator of all Westside Teachers and curriculum**

- Teacher Management Coordinate teachers schedules and rosters, both master roster and weekly teaching rotation
- Assist with teacher assimilation and training
- Communicate operational changes or general updates to teachers
- Evaluate Curriculum
  - Evaluate and modify weekly curriculum lessons
  - Work with CM team on creating crafts and activities to support main theme
- Curriculum Management
  - Manage teacher list online – adding new teachers
  - Download curriculum and resources

#### **Touchpoint Management**

- Manage Westside Parent Volunteers
  - Create and manage parent volunteer calendars in Touchpoint
- Track new families visiting the church each Sunday
  - Provide weekly updates to CM Director to follow up with new families

- Manage the membership process of each class in Touchpoint (the adding and dropping of kids from classes to keep classes current)
- Receive training to use the search builder to collect data as needed

### **Knit Together Ministry Coordinator**

Manage all aspects of the Knit Together Ministry

- Introduce expectant parents to the early childhood ministries
- Coordinate events for expectant parents
- Coordinate welcome gifts for expectant parents
- Create and manage contact information in Touchpoint
- Introduce expectant parents through the baptism classes

Provide ongoing updates to FM Director

### **Volunteer Recruiting for Nursery**

- Recruit Nursery Volunteers
- Manage all aspects of onboarding volunteers
  - Coordinate interviews and onboard new volunteers for Nursery
  - Manage and evaluate volunteer safety applications
  - Manage volunteer background checks
  - Manage MinistrySafe portal for Sexual Abuse Awareness and Prevention Training (including all online forms)

### **Operations**

- Coordinate with Sunday Operations Director and Children's Ministry Sunday Operations Coordinator to ensure Sundays runs smoothly and efficiently.
- Communicate with Director of Children's Ministry regarding major operational changes.
- Oversee check-in for families on Sunday.

### **Event Planning**

- Coordinate and communicate special events as needed.

### **Administrative**

- Manage supply needs for Sunday services and special events

- Assist the Director of Children's Ministry with responding to emails/updates/to do list/sending out emails to teachers and parents/planning crafts
- Record weekly Children's Ministry metrics
- Run weekly Children's Ministry attendance reports

### **Other Responsibilities**

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
- Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment.
- Adhere to all policies in the Employee Handbook.
- Because of the confidential nature of individual membership records, background checks, and much of the correspondence of staff, it is absolutely essential that the Ministry Support Staff respect this confidence.
- Position will be expected to work from 8am-1pm on Sunday mornings at Santa Monica High School and 4-7pm on Sunday evenings at St. John's.