

Early Childhood Coordinator (Birth–Kindergarten)

Job Description

Title: Early Childhood Coordinator (ECC)

Reports To: Director of Family Ministry

Employment Status: Part-Time (20 Hours) Salaried

Work Arrangement: Hybrid/In-Office as required

Position Summary

Ascend Kids Ministry plays an important role in the Discipleship Pathway at Ascend for three groups: kids, volunteers, and parents. The Early Childhood Coordinator provides leadership, oversight, and development for all Birth through Kindergarten ministries of Ascend Kids. This position is responsible for creating safe, welcoming, and gospel-centered environments while recruiting, training, developing, and shepherding volunteers who serve children and families. This position will work with other Ascend Kids and Family Ministry leaders to ensure that the strategies and activities contribute to carrying out the mission to fulfill the vision of Ascend Church.

Qualifications

GOSPEL TRANSFORMATION:

- The candidate must have a clear testimony of faith in Jesus Christ, evidenced by healthy and growing patterns of gospel transformation.

CHARACTER:

- Demonstrates Christ-like patterns of character that are outlined in 2 Pet. 1:5-8
- Possesses a willing, teachable spirit
- Character references required

SKILLS AND EXPERIENCE:

- Parenting or Classroom Experience Preferred but Not Required
- Strong organization and administration skills

PERSONALITY:

- Passion for continued growth and developing teams within the classroom setting
- Must have a team driven passion
- Must be competent in leading others to new places, a trailblazer

THEOLOGY:

- Must believe the doctrinal “essentials” as outlined by Ascend Church
- Must be a member of Ascend Church or willing to walk through the membership pathway.

Primary Responsibilities

Ministry Leadership

- Oversee all Nursery, Toddler, Preschool, and Kindergarten ministry environments.
- Ensure classrooms are prepared with curriculum, supplies, and resources.
- Maintain excellence in safety, security, and child protection policies.
- Evaluate ministry effectiveness and implement improvements.

Volunteer Development

- Recruit, onboard, train, and develop volunteers.
- Build and lead volunteer teams and classroom leaders.
- Establish a leadership pipeline of volunteer coaches and team leaders.
- Conduct regular volunteer appreciation, encouragement, and training.

Parent Engagement

- Foster positive relationships with parents and families.
- Support parents through communication and discipleship resources.
- Assist families during transitions into Ascend Kids.

Sunday Ministry Leadership

- Ensure all classrooms are staffed appropriately.
- Provide leadership and problem-solving during Sunday services.
- Monitor classroom culture and volunteer effectiveness.
- Coordinate full execution of Ascend Kids with Elementary Coordinator.

Events and Family Ministry Support

- Assist with Family Ministry events including:
 - Child Dedications
 - Promotion Sunday
 - Church-wide events

Environment and Aesthetic Oversight

- Oversee environmental and aesthetic improvements for Ascend Kids (Infant through Kindergarten) classrooms and ministry areas.
 - This could include anything from classroom needs, games, attractions for children, building improvements, signage, etc.

Additional Information

Background check required. Attend required staff meetings and ministry events. Additional responsibilities may be assigned by the Director of Family Ministry.