

Job Title: Early Childhood Director
Reports To: Children's Pastor
Direct Reports: Childcare Coordinator, Childcare Staff, and Volunteer Staff
Effective Date: April 21, 2018

Summary

The Early Childhood Director is responsible for working alongside the Children's Pastor. Direct responsibilities will help advance the vision, development and oversight of all areas in Timberkid's Early Childhood Ministry through administration, leadership development, servant volunteer assimilation, teaching of Biblical truths, discipleship, and evangelistic outreach opportunities.

Spiritual Life

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family, including an ongoing accountability relationship.
- Ensure that Timberkids Early Childhood programs always maintain the centrality of Jesus by providing oversight of decisions pertaining to the content of all curriculums, programs, events and initiatives; and the character of all adults who interact within the program.
- Disciple, shepherd and mentor your volunteer leadership team, setting the standard for a consistent Christ-like character, properly aligned with Scripture.

Relational Leadership

- Maintain an active and engaged team relationship with the Timberline Staff.
- Demonstrate character-based leadership with both the paid and volunteer Timberkid's Staff.
- Personally attain and maintain strong relationships with parents and members of the Timberline family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.

Leadership

- Understand current cultural demographic of families we serve and incorporate best practices to help shape ministry to kids and their families.
- Attend weekly Timberkid's staff meetings.
- Participate in annual Timberkids staff development.
- Demonstrate effective leadership in time management while maintaining a healthy balance between people and task completion.
- Possess a strong ability to manage volunteer leaders through delegation and appreciation.
- Commit to growth and development through active learning both professionally and personally.

Recruit & Develop

- An aptitude for building and maintaining healthy leadership teams.
- Recruit, train and develop volunteer leadership for Early Childhood ministry, maintaining fully staffed classrooms.
- As we are called, participate in scaling children's ministries for the needs of future communities that we may serve.
- Develop a Large Group team to effectively tell the story and model worship that is inspiring and practical for Early Childhood students. To include story-tellers, musicians and puppets.
- Develop efficient systems for classroom preparation, use, and cleanliness.

Facilitate

- Consult with the Children's Pastor regarding Early Childhood Ministry budgetary needs.
- Oversee Early Childhood Ministry within Timberkids on weekends.
- Participate in select, key Timberline Church family events.
- Plan evangelistic & outreach events to reach children with the love of Jesus.
- Facilitate administrative processes as needed.
- Drive regular appreciation initiatives within the Early Childhood volunteer leadership.

Program Care

- Ensure the safety and security of children in our care through the active engagement, verification and training of volunteer ministry and security staff.
- Oversee all Early Childhood curriculum implementation physically, visually, relationally, and spiritually.
- Commit to excellence in maintaining and developing the classroom environment.

Timberline Expectations

- Function as an employee of Timberline Church with a servant's heart and a willingness to minister to people inside and outside of Timberline Church as needed.
- Serve the members of the church and the community in times of crisis and need.
- Abide by the Timberline Church Ministry Covenant.

Time Commitment

The following is an estimate of the time that the individual serving in this position will typically need to perform the job in an exemplary manner:

- This is a full time position.
- Must be able to work a flexible schedule, and serve during evenings and weekends as necessary.