



Early Childhood Lead

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

CPC Kids' Mission

CPC Kids' Team partners with families to disciple loving lifelong-followers of Jesus

Overview

The Early Childhood Lead is actively engaged in teaching and helping young children to develop their faith while their parents attend worship or classes at CPC. Additionally, this position models to volunteers and Childcare Associates what it looks like to provide healthy engagement and care of kids in a safe, loving, Christian learning environment. This position is a part of the Kids' Ministries team, reporting directly to the Assistant Director.

PRIMARY RESPONSIBILITIES:

- Prepare lessons and teach on Sundays, including large group Bible story time, small group circle time, simple worship, crafts, and other activities as needed
- Warmly welcome volunteers, families, and children; build and maintain positive relationships with them
- Care for and play with the children
- Meet the physical needs of individual children, which could include: diapering, toileting, hand-washing, etc.
- Keep classrooms safe, clean, and well-stocked with needed supplies
- Follow proper health and safety procedures
- Proactively observe childcare needs in the classroom and be the go-to person to solve problems
- Be flexible in working with ages of children (infants–5 years), depending on daily needs

OTHER DUTIES

- Positively interact and cooperate with Kids' Ministries staff, other Early Childhood Team members, and volunteers from the congregation
- Participate in periodic Early Childhood Team meetings and trainings

MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Christ
- Experience working with young children
- Ability to engage kids and families in authentic, relational ways
- Positive communicator, collaborative spirit, and team player
- Strong work ethic
- Reliable and consistent attendance
- Strong organizational, detail-oriented, and multi-tasking skills
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- Refrain from using perfume, cologne, and other fragrances prior to working a scheduled shift for the comfort of children
- Childcare staff who smoke cigarettes are requested to refrain from smoking prior to or on any break times during a scheduled shift in order to reduce tobacco scent that may remain on clothing in consideration of the comfort of children

PREFERRED REQUIREMENTS

- Experience working with young children in a ministry setting
- Leadership skills and abilities
- Curriculum use and development
- Ability to recruit volunteers

PHYSICAL REQUIREMENTS

Ability to sit, walk, and/or stand for extended times, and hold/lift children

POSITION REPORTING: The Early Childhood Lead reports to the Assistant Director of Kids' Ministries

HOURS: This is a year-round, non-exempt position, 5-8 hours per week

- Sundays, 8:30-12:30 (2 Sundays/month or more if desired)
- Additional prep time during the week, specific timing to be determined
- Additional hours as needed for family events and VBS
- Additional hours available on Saturday evenings, Monday evenings, and Wednesday evenings.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested.

For further information, or to submit a resume and cover letter, email or mail to:

employment@cpconline.org

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