



## **Early Childhood Associate**

### **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 Associate is actively engaged in helping kids develop their faith in Jesus. This role supports the programming for birth-preschool children at CPC mainly on Wednesday mornings (during the Mom's Morning ministry program), which includes planning the children's activities and leading a room. This position is a part of the Kids' Ministries team, reporting directly to the Assistant Director of Early Childhood.

### **PRIMARY RESPONSIBILITIES**

- Focus on Mom's Morning early childhood programming
  - Develop and prep lesson plan for each week
  - Communicate plan to staff/volunteers
  - Oversee room prep and clean up
  - Assist in planning room rosters based on registration
  - Assist in filling staff/volunteer spots
  - Assist in leading Mom's Morning staff meeting each week (in coordination with Assistant Director)
- Assist on some Sunday Mornings
  - Teach in 2-year-old, 3-year-old, or preschool room on a rotating basis

### **OTHER DUTIES**

- Attend meetings
  - Participate in Early Childhood meetings every other week
  - Meet one-on-one with the Assistant Director every other week for development, encouragement, feedback, and accountability
  - Attend weekly Kids' Team meetings as determined by the Assistant Director
  - Attend CPC all-staff meetings once a month as determined by the Assistant Director
- Assist in the planning and implementation of VBS
- Assist in the planning and implementation of other family events

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Christ
- A working knowledge of Scripture and an active prayer life
- Commitment to make CPC your church home and faith community, and agreement with the mission and values of CPC and the tenets of ECO denomination

- Ability to engage kids in authentic, relational ways
- Experience working with and leading kids
- Proactive communicator, collaborative spirit, and team player
- Relational experience with leading parents and volunteers
- Ability to recruit volunteers
- Strong organization, detail-orientation, and multi-tasking skills
- Self-starter, strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

### **PREFERRED REQUIREMENTS**

- Leadership skills and abilities
- Curriculum use and development
- Basic understanding of vocational ministry
- BA/BS degree relevant to ministry work and/or education, and ministry experience in the area of children

### **PHYSICAL REQUIREMENTS**

- Ability to sit, walk, and/or stand for extended times.
- Ability to frequently stoop or kneel to participate in activities with children.
- Ability to talk to and hear a large group of children.
- Ability to occasionally lift, carry, and/or move 10-25 pounds.
- Ability to perform tasks involving a keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity.

*The physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

**POSITION REPORTING:** Early Childhood Associate reports to the Assistant Director of Kids' Ministries.

**HOURS:** This is a 10-month (August – May), 10-15 hours a week, non-exempt position. Wednesday morning & Sunday morning hours are a significant part of the role.

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

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

[employment@cpconline.org](mailto:employment@cpconline.org)

Christ Presbyterian Church  
Executive Director  
6901 Normandale Road  
Edina, MN 55435