



Job Description

TITLE: Early Childhood Director, Saratoga Campus
REPORTS TO: Children's Ministry Director
SALARY RANGE: Full time - 32 hours weekly, starting at \$25/hr

POSITION SUMMARY

The Early Childhood Director leads all aspects of the ministry to our littlest ones and their families. The ideal candidate has experience working with the unique needs of babies, toddlers, preschoolers and their parents. They will possess the skills and passion required to provide a safe environment, well trained volunteer teams and a compelling age appropriate curriculum. The successful candidate will embrace the opportunity to coach parents in spiritually leading their family. The Director will possess excellent communication skills, compassionate mentoring, and the ability to be creative and innovative in the development of opportunities for families to grow closer to one another and to Christ.

WORK ENVIRONMENT

The ability to multi-task and stay focused is extremely important. The WestGate staff culture is extremely team-oriented, and the ideal candidate must share this value.

JOB DUTIES AND OBJECTIVES

Leadership

- Cast vision and direction for ministry to children (6 weeks to Pre-K), developing new opportunities and evaluating existing programs in collaboration with Children's Ministry Director/Pastor
- Set long and short term goals and implement structure and strategy to execute vision for the Early Childhood Department.
- Recruit, train and develop team of adult and youth volunteers who are passionate about loving and shepherding young children.
- Lead and shepherd the Weekend Coordinator team
- Be present on weekends in KidzTown to oversee program and develop community with children and parents as well as offer support to volunteer teams, Weekend Coordinators, and the larger KidzTown team.

Administration

- Oversee the nursery and preschool volunteer ministry application process
- Prepare and submit annual budget to Children's Ministry Pastor/Director for approval, and oversee specific budget and expenditures for the Early Childhood Department
- Accomplish or delegate teams to complete administrative and tasks as they apply to this area of ministry such as:
 - o Maintaining and managing a schedule of volunteers for weekend services

- o Downloading, editing and preparing weekly curriculum and activities
- o Preparing nursery and preschool rooms for weekend experience
- o Office support including but not limited to making copies, filing, and gathering classroom supplies
- o Collaborate on parent communication and newsletters
- o Lead the Newborn Club - welcoming new babies and parents
- o Coordinate the (take home) Preschool Book Club in KidzTown - offered quarterly

Staff Responsibilities

- Participate in monthly All Staff meetings and weekly campus meetings
- Participate in weekly Children's Ministry staff meetings
- Participate in multi-campus Children's Department Book Club monthly meeting (Mon pm) and lead in monthly weekend coordinator meetings (following Book Club)
- Be available to share your gifts and talents in all areas of the church ministry as time permits

RESPONSIBILITIES OF ALL WESTGATE STAFF

- **Character** – The ability to exhibit a lifestyle reflecting attitudes and actions that are Christ-like
- **Administration** - The ability to organize people/processes for effective results
- **Discernment** - The ability to lead people/projects in a way that enhances and advances the overall goals of WestGate Church
- **Leadership** – The ability to see a vision and lead people/processes to reach goals
Possessing the ability to maximize the potential of every player on the team. Self-starter with an entrepreneurial mind-set, but has the ability to lead from the 2nd chair. Should meet the biblical requirements of leadership in Timothy & Titus
- **Wisdom** - The ability to receive and give sound advice
- **Encouragement** - The ability to keep people empowered and energized especially during change
- **Evangelism** - The ability and passion to see the lost come to Christ

QUALIFICATIONS & REQUIREMENTS

Faith

- o A clear and compelling testimony of faith in Jesus Christ and a life that reflects the “accidental” values of WestGate Church (Humor, Risk Taking, Fun, and Casual)
- o Must understand and articulate clearly (or be eager to learn) WestGate's Six40 Discipleship process, and create environments for people to “Love God,” provide opportunities for people to “Love one another,” and cultivate a Kingdom mindset for people to “Love their neighbor.”
- o Candidate's commitment to Christ must be evidenced in his/her personal life, family relationships, and ministry

Education

- o Bachelor's Degree from a four-year college or university; or over two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

- o Ability to read, analyze, and interpret complex documents. Ability to respond effectively and clearly to the most sensitive inquiries or complaints. Ability to juggle multiple tasks and give directions.