

# Next Gen Early Childhood Coordinator

## Purpose

The Next Gen Early Childhood Coordinator provides oversight of the early childhood ministries of Cornerstone Baptist Church as part of the next gen children's ministry team, helping maintain a mutually beneficial and collaborative cooperation between the elementary and early childhood ministries.

## Ministry Coordination

*Oversight and coordination of early childhood ministry for children and families (e.g. Sunday mornings, Awana, activities, events, discipleship, training), including the development of quality programming, preparation and publication of resources, and equipping of parents and volunteers.*

- Develop and sustain a strategic ministry plan for the early childhood ministry.
- Implement quality programs for children and early childhood families.
- Encourage, train, and equip early childhood parents and families.
- Monitor expecting parents and provide care for families with newborns.
- Encourage and coordinate baby dedications for families with young children.
- Manage curriculum and maintain resources for use within early childhood ministries.
- Coordinate and participate in early childhood ministry special events.

## Administration

*Provide administration of the early childhood ministry along with other team-related responsibilities (e.g. budgeting, promotion, media, communications, calendaring/scheduling).*

- Assist in visitor tracking and assimilation for early childhood families.
- Maintain social media presence for early childhood ministry.
- Contribute to preparation and management of annual ministry plan and related budget.
- Schedule and maintain early childhood facilities.

## Team Development

*Coordinate with the next gen elementary pastor in recruiting, equipping, managing, and evaluating early childhood ministry workers, including training, regular assessments, and consistent encouragement.*

- Maintain a quality team of early childhood volunteers through recruitment, screening, and training.
- Recruit and schedule volunteers to serve the early childhood ministry (e.g. Sunday morning, Awana).
- Collaborate with the next gen elementary pastor and other ministry leaders in volunteer appreciation.
- Schedule children's workers for Cornerstone events (e.g. Discover Cornerstone, Ladies Bible Study).

## Qualifications

- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience to Him
- A member of Cornerstone Baptist Church or willing to join Cornerstone
- Bachelor's Degree required (seminary training preferred), preferably in related area (e.g. early childhood ministry or education)
- A heart, passion, and love for children, particularly of those birth through 4k
- Ability to relate well to children, parents, teachers, volunteers, and interns
- Excellent organizational skills with high attention to detail and accuracy
- Strong verbal and written communication skills
- Quality interpersonal skills (a "people" person)

- Ability to enable and empower volunteers and interns
- Self-motivated with ability to function effectively without close supervision
- Able to work well within a team environment and fulfill physical requirements of the job