

Ministry Description

Early Childhood Center (ECC) Director

Paid position up to 25 hours a week

MISSION:

The Early Childhood Center (ECC) Director shall coordinate the ministries to children from Birth through Pre-Kindergarten. She/He shall be in charge of directing the ECC in agreement with the vision of the church.

REQUIREMENTS:

- A) The ECC Director must be a follower of Christ, deeply in love with God and provide adequate time for the cultivation of this relationship.
- B) She/He must be a good example of a Godly servant, desiring that young children grow in their knowledge and love of Jesus Christ.
- C) She/He must be gifted by God and have interpersonal skills to recruit, organize, equip, lead, and encourage the ECC team.
- D) She/He should have training and experience in young children's ministry, and a concern to aid their parents in Godly parenting.
- E) She/He shall be in agreement with our Child and Youth Worker Protection and Prevention Policy
- F) She/He shall successfully pass a National Background Check and be approved to serve at West Side.
- G) She/He shall be a member of West Side Baptist Church (or moving towards membership) and be in full agreement with their Articles of Faith.
- H) She/He shall be in accordance with all church and personnel policies.

RELATIONSHIPS:

- A) The ECC Director shall maintain regular, close communication with and be accountable to the Children's Ministry Director.
- B) She/He shall serve as a member of the Children's Ministry Team. (Meets 2nd Tuesday of the month)
- C) She/He shall promote a team spirit in working with the church staff.
- D) She/He shall provide support for and supervision of Early Childhood volunteers and 2nd hour assistant.
- E) She/He shall maintain good communication with and support to parents.
- F) She/He shall communicate clearly with and be a support to others who use the ECC, including AWANA, Bible Studies, Moppets, VBS, Choir, etc.

RESPONSIBILITIES:

The primary responsibility is to adequately staff the ECC.

- A) Recruitment
 - 1) Recruit key coordinators, teachers, and volunteers for Sunday mornings.
 - 2) Oversee recruitment for major church events needing ECC childcare including, but not limited to, Easter, Evening in December, Annual Business Meeting, Outdoor Services, Welcome Class, etc.
 - 3) Recruit and support key coordinators for outreach ministries such as Meals for New Moms, Harvest Party, and ECC Spring Celebration.
- B) Training and Support
 - 1) Supervise Sunday mornings to support and encourage ECC volunteers, children, and parents. Attendance at one church service is both necessary and possible with a 2nd hour assistant.
 - 2) Provide resources, training, and support to ECC volunteers.
 - 3) Communicate with other ministries using the ECC about volunteer recruitment, safety policies, and facility guidelines.
 - 4) Encourage and assist in training youth (6th grade and up) to serve in the ECC.
- C) Administration
 - 1) Attend Wednesday staff meetings and maintain regular office hours.
 - 2) Review and recommend curriculum for Sunday morning, and establish program structure in conjunction with the Children's Ministry Director.
 - 3) Coordinate the classroom and facility needs for ministries held in the ECC.
 - 4) Create an environment that makes the children and parents feel welcome and comfortable.
 - 5) Maintain safety and security measures in the ECC, including implementing the Child and Youth Worker Protection and Prevention Policy with volunteers.
 - 6) Assist Children's Ministry Director with approval of new volunteers, assuring National Background Checks and reference checking are complete.
 - 7) Keep good records, propose an annual budget and monitor ECC spending.
 - 8) Oversee the entire ECC facility including the sanitation, safety of, and scheduling of ECC equipment. Establish quarterly work parties with the purpose of cleaning & sanitizing the ECC & equipment.
 - 9) See that the ECC bulletin board is creatively presented.