



Early Childhood Coordinator

Part-Time | 25-28 Hours per Week (May start date)

Position Summary

The Early Childhood Coordinator provides leadership, direction, and oversight of CTR Kids Sunday (birth through age 5), aligned with CTR's mission to make disciples. This role serves as a member of the Children's and Family Ministries Teams and reports directly to the Family Ministries Director.

Vision & Ministry Development

Collaborate with the Children's Ministries Team to define and implement a clear vision for Sunday preschool ministry (birth–age 5) aligned with CTR's mission.

- Develop and execute practical strategies to accomplish ministry goals.
- Contribute to determining how Children's Ministries supports and partners with families, both on Sunday mornings and through occasional events.
- Participate in setting the annual preschool ministry calendar and budget.
- Lead ongoing evaluation of infant, toddler, and preschool classrooms to ensure environments are safe, creative, child-focused, and application-oriented.
- Research and help implement innovative ministry practices and improvements.
- Contact for Child Development

Sunday Leadership & Operations

- Provide on-site leadership during Sunday services for preschool ministry areas.
- Recruit, schedule, and coordinate weekly preschool volunteers.
- Lead pre-service volunteer huddles.
- Provide encouragement, coaching, and constructive feedback to volunteers.
- Regularly gather volunteer feedback to strengthen ministry effectiveness.
- Ensure all Children's, Family, and CTR Church policies are consistently followed.
- Ensure classrooms are fully supplied and prepared for weekend services.
- Ensure all classroom technology is operational and ready for use.
- Partner with the Family Ministries Director to address and resolve issues that arise.
- Serve as the Preschool Large Group Teacher twice per month.
- Create weekly slide shows for the check-in TVs

Volunteer Development

- Partner with the Family Ministries Team in volunteer recruitment, training, retention, and placement according to gifting and strengths.
- Prepare weekly curriculum for volunteers; oversee preparation of materials and coordinate office volunteers who assist with curriculum setup.
- Help plan and implement volunteer appreciation and recognition initiatives

Communication

- Maintain regular communication with preschool volunteers and parents.
- Develop, document, and update procedures related to preschool ministry responsibilities.
- Support other members of the Children's Ministries Team (Elementary Coordinator, Breakout Coordinator, Family Ministries Administrative Assistant) as needed.

Required Meetings

- Children's Ministries Team Meetings, Family Ministries Team Meetings, Monthly Staff Meeting, Supervisor & Coaching Meetings, Meetings related to Children's Ministries special events
- Participation in a Discipleship Group is strongly encouraged but is outside of paid hours.