

EARLY CHILDHOOD COORDINATOR: Part Time - 20–25 hours/week

MINISTRY AREA: Birth–5 Years / Early Childhood Environments

PRIMARY FOCUS: Early childhood environments, volunteer leadership, curriculum implementation, family experience, safety, and weekend programming.

POSITION SUMMARY: The Early Childhood Coordinator provides leadership and ownership for all Front Range Kids environments serving children from birth through preschool. This person ensures that Early Childhood environments are safe, welcoming, developmentally appropriate, and consistently staffed across all four weekend gatherings. The coordinator develops and supports Early Childhood volunteers, oversees weekly curriculum and classroom preparation, maintains room standards, helps create an excellent first experience for families, and all other duties as assigned.

KEY RESPONSIBILITIES:

Early Childhood Volunteer Leadership

- Recruit, onboard, and train volunteers for Nursery and Preschool environments
- Manage weekly scheduling for Early Childhood teams
- Train volunteers in age-appropriate engagement and classroom management
- Coach volunteers during weekend gatherings
- Develop Early Childhood environments
- Help cultivate a healthy volunteer culture
- Partner on volunteer appreciation and retention

Weekend Leadership

- Serve as the primary leader for Early Childhood environments during assigned gatherings
- Ensure all Nursery and Preschool classrooms are properly staffed
- Ensure classrooms are open, clean, stocked, and ready before programming
- Rotate through Early Childhood rooms to monitor safety, engagement, and quality
- Troubleshoot volunteer absences and classroom needs
- Provide leadership and assistance to volunteers
- Communicate with families when classroom concerns arise

Curriculum & Programming

- Prepare and organize weekly Early Childhood curriculum, activities, crafts, games, and teaching materials
- Assist with adapting curriculum for age-appropriate understanding
- Ensure volunteers understand the lesson and desired outcomes
- Prepare necessary media and classroom elements
- Assist with curriculum strategy and teaching plans

Classroom & Environment Management

- Maintain safe, clean, welcoming, and developmentally appropriate environments

- Maintain, sanitize, and replace toys and classroom equipment as needed
- Maintain classroom and curriculum supplies
- Organize Early Childhood storage areas
- Maintain diapering and bathroom supplies
- Manage technology and facility needs
- Ensure rooms are reset and ready for upcoming gatherings

Safety & Care

- Reinforce diapering and bathroom procedures
- Ensure secure child check-in and check-out
- Maintain proper classroom ratios
- Ensure allergy and medical information is appropriately communicated
- Assist with incident and accident documentation
- Train volunteers on Early Childhood safety procedures
- Escalate significant safety, behavioral, or pastoral situations to the Kids Ministry Pastor

Family Communication

- Welcome and assist new Early Childhood families
- Communicate routine information with Early Childhood families
- Help families navigate classroom transitions
- Communicate routine classroom information

Event & Creative Support

- Assist with Kids Ministry events
- Assist with décor, environments, activities, and programming
- Support event setup, programming, and teardown
- Maintain event and programming supplies
- Participate in department-wide volunteer trainings and events

Childcare

- Manage childcare scheduling of employees and bookings with ministries
- Assist with hiring, onboarding, and training of childcare staff
- Ensure rooms are reset between room usage