



Position: Early Childhood Director

Reports to: First Methodist Mansfield Children's Director

Position Status: Salaried Position, Full Time

Job Summary:

The Early Childhood Ministry Director will be responsible for providing leadership and oversight to the spiritual needs of Birth-Kindergarten children and their families. The Early Childhood Director will lead a team of dedicated and passionate individuals who love and care for young children, and must be highly relational. This person will need to have a strong team mentality leading staff and volunteers to provide spiritual development of both children and parents through regular, ongoing programming, and special services and events. This position is expected to contribute to the team spirit of the staff through fellowship, dedication, cooperation, encouragement and prayer support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ministry:

- Recruit, equip, and oversee all levels of leadership within the Early Childhood Ministry including volunteers and paid staff
- Facilitates meetings for all Early Childhood staff
- Creates an environment that meets the highest possible standards for infant and toddler care
- Oversees and adapt curriculum for all early childhood classes
- Partnering with parents in the spiritual development of their young children
- Loves children and fostering their spiritual formation.
- Work with the Children's Director to develop a strategy that engages parents in the first steps of their ongoing responsibility of sharing the Gospel and helping with the spiritual formation their child.
- Continually evaluate trends in Early Childhood Ministry, implementing the best quality program for preschoolers, while evaluating sustainability with paid staff and volunteers.
- Help provide and maintain safe and welcoming environments for all guests, children, and their families.
- Provides vision for excellence and planning process for all Spark Family Adventure and other Children's events
- Oversees provision of our church-wide kids care program, which is coordinated by our Kids Care coordinator.
- Assist Children's Director as needed on Children's Ministry events and any other duties assigned.

General Expectations

- Maintain flexible working hours as determined by the needs of the ministry. Includes weekends and occasional evenings. Also includes staff meetings, retreats, and conferences as directed.
- Stays current with ministry trends.
- Self-starter needing minimal supervision.
- Proficient with current technology and communication tools.
- Represents the Ministry well to staff, team leaders, parents, and the church.
- Works well with others and within a team environment.

PERSONAL QUALIFICATIONS

Character Traits

- Spends time in prayer on a daily basis.
- Ongoing desire and effort to grow more Christ-like in character.
- Strong work ethic and desire to lead spiritual transformation.
- Honest and trustworthy.
- Maintains confidentiality.

Gifts, Skills, and Talents

- Strong leadership.
- Able to delegate well and remain flexible in stressful situations.
- Strong oral and written communication skills.
- Creative and innovative.
- Ability to discern needs and respond appropriately, sensitively, and proactively.
- Able to multi-task and is well organized.

EXPERIENCE

- Minimum 3 years- experience working with children.

EDUCATION

- Bachelor's degree preferred

SUPERVISORY RESPONSIBILITY:

- Kids Care Coordinator
- Kids Care Staff
- Early Childhood Resource Coordinator

APPLY: To apply for this position, please send your Resume and Letter of Interest to

Andrea Roberts at andrear@fmcm.org

