

# JOB DESCRIPTION



**JOB TITLE:** HV Early Childhood Coordinator & Admin Asst.  
**DIRECT REPORT:** Happy Valley Children's Pastor

**DEPARTMENT:** Children's Ministry  
**EMPLOYEE STATUS:** Part-time (20 hrs/week)

## I. PURPOSE OF THE JOB

- Works with the Children's Pastor and Children's Ministry Team to oversee the development and maintenance of the Early Childhood program at the Happy Valley campus. Primary responsibilities include developing volunteer teams, caring for families, and ensuring Children's Ministry values and programming are being executed well. Assists the children's ministry team with administrative needs.

## II. EXPERIENCE AND PRACTICES

- This role requires maintaining grace, responsibility, and confidentiality.
- Must be administrative with a love for the church, people, and a desire to see ALC's mission fulfilled.
- Is warm, friendly, and professional on the phone and with staff and visitors in person
- Good knowledge and use of office, computer, and communication equipment
- Good working knowledge of programs such as Word, PowerPoint, Excel, and database management
- Attention to detail; good organization skills, ability to prioritize, work well under pressure and maintain confidential information in a discreet manner.
- Ability to communicate effectively orally and in writing
- Ability to oversee ministry volunteers in a gracious manner.
- Use of good judgment in non-routine matters

## III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Partners with Happy Valley Children's Pastor to care for families at ALC
- Oversees the scheduling, training, and care of Early Childhood volunteers at the Happy Valley campus
- Assists with producing curriculum and acquiring materials to have ready for kids Services
- Implements curriculum and programming for Early Childhood at the Happy Valley campus
- Ensures Happy Valley Early Childhood programming rooms/spaces are clean, stocked, organized and safe
- Upholds the following Children's Ministry core values:
  - Safety and Security
  - Connections and relationships
  - Biblical Teaching
- Manage events, groups, and schedules in our database
- Ensures ministry inquiries and schedule requests are organized and fulfilled
- Encourages, cares for, and builds the team.
- Additional tasks assigned by supervisor

#### IV. ATTRIBUTES

- A vibrant, growing relationship with Jesus
- Strong Administrative Skills
- Leadership and team-building skills
- Positive and faith-filled attitude
- Heart of a servant
- Fun/enjoyable
- Faithful
- Must share the vision/mission of ALC to fulfill the Great Commission with integrity and passion