



## Position Focus Sheet

**Position Title:** Early Childhood Coordinator

**Position Type:** Part-Time Salary

**Position Hours:** 15 hours per week (Sundays + flexible weekday hours)

**Reports to:** Early Childhood Associate Director (with collaboration with Crossroads Kids Director)

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## Purpose

To strengthen the health and sustainability of Crossroads Kids by providing administrative, scheduling, and weekend support—particularly within the 0–2-year-old environments—so that staff and leaders can focus more fully on discipleship, leader development, and caring well for families.

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## Qualifications and Experience

- Preferred 2+ years of experience in administration, scheduling, or ministry coordination.
- Highly organized and detail-oriented with strong follow-through.
- Proven written and verbal communication skills.
- Self-starter who can manage systems, deadlines, and last-minute changes with composure.
- Ability to navigate a highly relational ministry environment with warmth and professionalism.
- Comfortable handling scheduling adjustments and communication needs during weekends.
- Availability with our team on Sundays during both services (8:45am and 10:45am) and flexible weekday hours.

- Proficient in, or willing to learn, Church Community Builder, Google Workspace, and other ministry tools.
  - Demonstrates a growing personal relationship with Jesus and alignment with Crossroads' values of worship, community, and mission.
  - Desires to see children and families grow in consistent faith and discipleship practices.
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## **Primary Responsibilities**

### **Early Childhood (Ages 0–2) Scheduling & Oversight**

- Coordinate and maintain all Sunday and midweek volunteer schedules for 0–2 environments.
- Ensure rooms are fully staffed, prepared, and supported each week and weekend.
- Provide day-of support to leaders and families, troubleshooting needs as they arise.
- Maintain smooth, safe, and welcoming classroom environments on Sundays and mid week programming.

### **Administrative Support**

- Manage weekly scheduling, communication, background checks, and ministry logistics.
- Assist with onboarding new volunteers to ensure a personal and efficient experience.
- Help maintain ministry systems that support sustainability and organization.

### **Weekday and Weekend Support**

- Assist with setup, check-in flow, and classroom support as needed.
  - Help navigate last-minute scheduling adjustments.
  - Support safety protocols and operational excellence across the Kids Ministry area.
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## **Ministry Impact**

This position will:

- Create margin for staff to attend worship services consistently, strengthening spiritual health and sustainability.
  - Allow leadership to invest more intentionally in discipling kids and developing leaders.
  - Support the creation of family resources that equip parents to disciple at home.
  - Increase care, training, and encouragement for volunteers.
  - Ensure early childhood environments operate efficiently, safely, and consistently for families.
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## **Benefits**

- Use of the Children's Ministry budget for approved ministry expenses.
- All other benefits are outlined in the CBC Employee Handbook.