

Autumn Ridge Church
3611 Salem Rd. Rochester, MN 55902
(507) 288-8880



AUTUMN RIDGE CHURCH

JOB DESCRIPTION – Early Childhood Director

POSITION DESCRIPTION:

The purpose of the ARC Early Childhood Director is to coordinate all aspects of programming for children ages birth through preschool.

QUALIFICATIONS:

- Applicant must be a believer who displays a maturing relationship with Jesus Christ and is a member or willing to become a member of Autumn Ridge Church.
- Applicant must have completed a bachelor's degree.
- Applicant must demonstrate experience in the key ministry components of engaging, equipping, empowering and encouraging volunteers. Three or more years of experience staffing and coordinating volunteers is highly preferred.

CORE RESPONSIBILITIES:

- Participate in the Children's Ministry leadership team, providing support, guidelines, and direction for the ARC children's ministry that aligns with the vision and values of ARC.
- Oversee, train and assist the early childhood coordinators.
- Recruit, schedule and train early childhood volunteers.
- Provide any additional support to early childhood volunteers.
- Guide the process of evaluating and selecting appropriate curriculum for all early childhood programs that furthers the ARC Next Gen Discipleship strategy.
- Ensure compliance to ARC policies and procedures.
- Work with staff and volunteers to maintain the equipment resources of each room, restock supplies, and ensure a pleasant and attractive environment.
- Communicate regularly with staff, volunteers and parents regarding early childhood programming.
- Perform other duties as assigned.

REPORTS TO: The Pastor of Children's Ministries