

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



**AUTUMN RIDGE CHURCH**

**PERSONNEL JOB DESCRIPTION – Early Childhood Director**

**OBJECTIVE:**

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.

**REPORTS TO:** Next Generation Pastor

**PRIMARY DUTIES:**

- Participate in the Children's Ministry leadership team meeting, 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.
- Assess and update safety policies and procedures in alignment with the ARC Child Protection Policy.
- 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.

**SALARY AND BENEFITS:**

To be established by the executive pastor

*rev. 13 February 2017*