
TITLE: Happy Valley Early Childhood Coordinator

Directly reports to: Happy Valley Children's Pastor

Personnel Reporting to this position: None

Campus Assignment: Happy Valley

Position Is currently filled by: (vacant)

OVERVIEW

Oversees the Early Childhood program at the Happy Valley campus. Primary responsibilities include developing volunteer teams and ensuring Children's Ministry values and programming are being executed appropriately.

REQUIREMENTS

- Demonstrates a growing, positive relationship as a Christ Follower
- Is a family member at ALC as described on the church website under "What we believe"
- Is proficient with Microsoft Office programs
- Is warm, friendly and professional on the phone and with staff and visitors in person
- Ability to work independently within scope of assignment. Manages time and prioritizes duties effectively.
- Is able to use discernment to identify sensitive or confidential information
- Education: High School graduate (or equivalent), Associates Degree or further education preferred

RESPONSIBILITIES

- Oversees the scheduling and of Early Childhood volunteers at the Happy Valley campus
- 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
 - Biblical Teaching
- Additional tasks as assigned by supervisor

GENERAL EXPECTATIONS

- Has read, understands and agrees to follow the Abundant Life Church policies as outlined in the Employee Handbook
- Adheres to the 12 Abundant Life Church Staff Axioms
- Participates in weekly staff chapels, monthly staff trainings, meetings, and events as required by the supervisor
- Provides excellent customer service to fellow staff, the church body, volunteers and the community



The above statements are intended to describe the general nature of this position and level of work performed by the employee in this position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.