

Title: Early Childhood Coordinator

Full Time / Reports to Next Gen Director

Position Job Summary:

You will champion the church's DNA by leading a high-capacity ministry that coordinates all pre-elementary environments (6 months through age 5) at New Walk. You aren't just a childcare provider; you are a **Leader of Leaders** who provides safe, clean, and loving environments by engaging, equipping, and empowering a "Dream Team" of volunteers. Your passion for families and your "outside the box" thinking will ensure that every weekend service is truly "the best hour of a kid's week."

What You Will Do (Specific Job Responsibilities):

- **Recruit & Build:** Strategically recruit, train, and schedule a world-class volunteer team for early childhood services and special events.
- **The Onboarding Machine:** Own the volunteer pipeline—from the initial Leadership Application and background checks to hands-on training and Handbook immersion.
- **Environment Architect:** Oversee the Family Room and all assigned classrooms, ensuring they are meticulously set up, stocked, and "New Walk Clean" for a premier guest experience.
- **Curriculum Mastery:** Train volunteers and oversee the editing/execution of curriculum to ensure biblical truth is delivered in a way that sticks.
- **Pastoral Leadership:** Provide high-level leadership and pastoral care to your volunteers; you are their primary shepherd at NWC.
- **Conflict Resolution:** Handle disputes, safety needs, and parent concerns with "Winsome" grace and extreme promptness.
- **Strategic Growth:** Research and develop resources to equip parents to lead their children spiritually throughout the week, not just on Sundays.
- **Coach Development:** Develop and lead a team of Service Coaches who provide direct oversight and input, allowing the ministry to scale.
- **Quality Control:** Perform weekly class visits for evaluation, providing real-time coaching and support to your teachers.
- **Stewardship:** Manage the Early Childhood budget with precision and integrity.

What Skills You Will Need (Qualifications):

- A chemistry that "fits" with the New Walk Church culture.
- A heart for the local church, and an undeniable love for helping kids and parents grow in a relationship with Jesus Christ.
- The ability to comfortably speak and teach in public to large audiences of kids.
- An intrinsic desire to collaborate with other staff and volunteers serving within our church ministry.
- Drive to create healthy relationships, with clear and effective communication as a foundation.
- Organized and highly productive yet also creative and willing to work hard in a fast-paced environment.

- The desire to improve not only self, but those serving alongside you and the entire ministry of New Walk kids.
- A high level of spiritual maturity, understanding that growing with Christ is vital to your health in ministry.
- Understanding of how to recruit, train, empower, and release volunteers.

General Responsibilities:

- Model the principles and disciplines of Christian life and stewardship. Any conduct unbecoming of a Christian will be cause for immediate termination.
- Establish a working rapport with each Pastor or Director.
- Recruit, enlist, train, oversee, hold accountable, minister to, and be responsive to competent Team Leaders.
- Tithe to New Walk Church. All Staff are regularly held accountable for their tithing as well as the fulfillment of other pledges (example: Building Campaign pledges). No person can be on New Walk Staff if they are not fulfilling this Biblical commitment.
- Become a leader of people, constantly raising up other leaders in your department. A sign of your leadership will be in your ability to raise up new leaders.
- Be present and prompt for all meetings and all church-wide servant evangelism events in the community that are led by New Walk.
- Prepare yourself in advance for your best personal performance in every setting and situation required of you whether leading, teaching, presenting, or facilitating.
- Lead the ministry alongside all other ministry leaders and always be ready to serve other leaders as needed.
- Be prepared to report progress in all areas of your ministry including performance of volunteers, needs, and weaknesses.
- Perform other appropriate related duties as required by the Next Gen Director, Lead Pastor, and Executive Pastor.
- Be prepared to defend the vision of the church and its leadership, including the lead pastor, at all times.
- Lead or co-lead a small group 2 out of every 3 semesters per year. Attend a small group when not leading / co-leading.
- Recognize and be responsive to every person attending the church and those not attending the church, both as a servant of the church and an ambassador of Jesus Christ.