



## MEMORIAL PARK CHURCH IS SEEKING AN **EARLY CHILDHOOD COORDINATOR**

### Purpose

To assist the families of Memorial Park Church by inviting their children to Love People. Know Jesus. Live Transformed.

### Qualifications

- A Bachelor's Degree from an accredited college or university preferred
- Strong relational skills to connect with parents and children
- An evangelical, reformed and missional world-view with experience in children's ministries
- Must be in agreement with the Mission, Vision and By-laws of Memorial Park Church

### Accountability

- The Early Childhood Coordinator shall be directly accountable to the Director of Family Life and Discipleship.
- The Early Childhood Coordinator will work closely with the Elementary Coordinator and any other children's ministry staff and/or interns.
- Children's Ministries at MPC are ministries of the Family Ministries Department

### Position Status

- This is a full-time exempt position
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook

### Program Responsibilities

- Recruit and facilitate for **MPC Kids** (Sunday mornings) in Early Childhood, ages birth-5-year-olds.
- Recruit and facilitate for kids' **Wednesday Night Programming** alongside Elementary Coordinator.
- Recruit for and lead in all aspects of **Summer Surge Junior Camp**.
- Participate in the design and implementation of ministry events alongside the Children's Ministries team. Events include things like the **Fall Family Night, Christmas Kickoff, Easter Celebration** and more. Tasks include but are not limited to planning, advertisement and maintaining registrations.
- Participate in All Staff meetings, Family Ministry Team meetings and Children's Ministries meetings.
- Provide practical implementation and spiritual direction of nursery and childcare programming, and other age-appropriate materials for the children and their parents. Annually train childcare providers which should include childcare techniques, first aid, and nursery procedures. Prepare curriculum, music, craft materials, and toys for weekday early childhood programs.



## Program Responsibilities Continued

- Reach out to parents who welcome new babies, offering to bring a meal and children's resources. Coordinate details of infant baptism if requested.
- Complete childcare payroll timesheet on a monthly basis.

## Additional Responsibilities (to be shared with Children's Ministries Team)

- Maintain class rosters, parent contact lists, and check-in system within MPC Connect.
- Send regular communications to all parents, leaders, absent members and new visitors.
- Print and distribute the MPC Kids Family Guide each new school year.
- Order supplies and resources and keep organized.
- Oversee administrative duties for Summer Surge (registration, confirmation, squad and team lists, health forms, mailings, volunteer communication, etc.).
- Recruit and schedule staff and volunteers for Sunday worship services, and other programs such as: MomCo (Tuesday mornings bi-monthly), Women to Women Bible studies (Wednesday mornings), New Members' Classes (occasional Sunday evenings), special worship services, and other all-church events as requested.
- Stewardship of children's wing. Updating pictures, bulletin boards, electronics, worship kits, and more.
- Volunteer management—keep up to date records of clearances. Ongoing recruitment. Provide yearly and quarterly training.

## Personal Characteristics

- Passionate about ministering to parents and children.
- Possesses a deep, growing relationship with Jesus.
- Humble, genuine, honest, service-oriented, approachable and relational.

## How To Apply

Email letter of interest and resume to Ryan Pietryga, Director of Family Life & Discipleship at [rpietryga@memorialparkchurch.org](mailto:rpietryga@memorialparkchurch.org)

**Memorial Park Church**

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