



Job Title:

Valencia Early Childhood Lead

One Line Job Description:

To help families find and follow Jesus by creating environments that engage Nursery through Pre-K/TK children in worship/teaching and community.

Reports to:

Children's Pastor/Director

Responsibilities:

- Assist in executing the vision and strategy for Valencia Real Life Kids Early Childhood department birth through Pre-Kindergarten/TK.
- Oversee all aspects of Early Childhood programming, large group, activity time, and curriculum.
- Assist in the planning and attend ongoing Children's Ministry events and meetings as needed to promote the vision and mission of Valencia Real Life Kids.
- Recruit/Develop/Equip volunteers and coaches while assessing current classroom needs.
- Support the Children's Pastor/Director by implementing policies, systems and procedures within the Early Childhood ministry.
- Oversee the coordination and scheduling of volunteers.
- Partner with Children's Pastor/Director in Child Dedication Events.
- Prioritize and pursue his/her own relationship with Jesus Christ as a model to the rest of the staff.
- Any additional duties as requested.

Work Schedule:

Sunday - Thursday

Full-time, Non-exempt

My signature below indicates that I have read, understand, and acknowledged receipt of this job description. I am able to perform the essential functions as outlined. If I have any questions about job duties, I may contact my immediate supervisor or Human Resources. The information contained in this job description may be amended from time to time according to the needs of Real Life Church.

Employee Signature _____ Date _____