

EMPLOYMENT QUALIFICATIONS

All staff at The Grove must have made a personal, life commitment to Jesus Christ; be in full agreement with The Grove's vision, mission, strategy, and beliefs; and demonstrate a work history and lifestyle consistent with biblical principles. Candidates must be an active Partner of The Grove or willing to become one prior to hire.

Job Title: Early Childhood Coordinator

Reports To: GroveKids Director

Time Requirements: Full-time

Classification: Exempt

POSITION SUMMARY

The Early Childhood Coordinator works alongside the GroveKids Director to ensure GroveKids provides relevant, age-appropriate learning and connection opportunities for kids from birth to 5 years old. This role oversees weekend ministry, volunteer development, family equipping, and all early childhood programming — executed through a robust volunteer team committed to the safety and discipleship of every child.

KEY RESPONSIBILITIES

Administration & Reporting

- Actively participate in weekly staff meetings, team huddles and other important events as communicated by GroveKids Director.
- Report a weekly summary of the GroveKids ministry experiences.
- Purchase all supplies and materials specific to your age range within GroveKids for ministry activities and programs.

Volunteer Recruitment & Development

- Recruit, schedule, and coordinate all volunteers and leaders in your specific age range in order to create a robust team for all weekend gatherings.
- Provide an onboarding process that allows for proper coaching in all safety and weekend/weekday processes, protocols, and programming.
- Process volunteer applications and ensure that each onboard has completed a background check.
- Collaborate with GroveKids Director to develop and edit volunteer and leader role descriptions, as needed.

Leadership & Team Development

- Provide training and development for teams alongside the GroveKids Director.
- Lead and develop teams and volunteers so that they are operating in their strengths and being most effective in their roles on the GroveKids Team.
- Develop consistent standards of excellence in your specific age range by collaborating with team leads about weekly responsibilities.

Family & Community Engagement

- Implement a strategy that draws families into the church through GroveKids ministry.
- Minister to families and aid in connecting what happens on the weekend with what happens at home.

Programming & Events

- Work with GroveKids Director to develop weekly, age-appropriate Early Childhood curriculum.
- Oversee KidsCare and all special events requiring childcare (Rooted, All-Church Meetings, etc.) and coordinate volunteer needs through Planning Center.

Additional Responsibilities

- Fulfill other duties as assigned by GroveKids Director

Education and Experience

- Two years related experience preferred