

## Job Opportunity



## Competitive

**Position:** Early Childhood Coordinator

**Job Vacancy Notice#:** RC-13-05

**Location:** The Rock Church – Children’s Ministry

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** 11 April 2005

**Closing Date:** Open Until Filled  
1<sup>st</sup> Cut-Off Date 15 April 2005

**Area of Consideration:** Current Volunteers of the Rock Church Children’s Ministry

**Brief Description of Major Duties:** The Children’s Ministry Early Childhood Coordinator is responsible for the planning and executing all events, activities and services of the Early Childhood Department in the Children’s Ministry. The coordinator works under the direct supervision of the Children’s Ministry Director. Recruits, shepherds and trains top level volunteers in the Early Childhood Department. Encourages and counsels the departments volunteer leaders to ensure spiritual growth. Conducts regular meetings with the department’s volunteer leaders and teachers as needed. Researches, selects and monitors the effectiveness/appropriateness of curriculum used in the Early Childhood Department. Biblically mediates and resolves parent/teacher, teacher/teacher, and teacher/child conflicts and challenges. Assists in the oversight of weekend services. Assists the Children’s Ministry Director in planning for the future of the department. Plans and oversees the planning of special events and programs for the Early Childhood department Assists the planning of special events and programs for the entire Children’s Ministry Department.

**Qualifications & Requirements:** Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year experience in a management or leadership position (paid or volunteer) is preferred. Previous experience in a children’s ministry. Excellent interpersonal skills with experience in conflict resolution. Excellent verbal and written communication skills. Legible writing skills. Strong organizational skills. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Intermediate typing skills (40 wpm). Self-motivated and flexible. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. Maintains a Class B driver’s license and an acceptable driving record (in accordance with the employee’s auto insurance carrier and less than two DMV points on driving record). Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of The Rock Church (or willing to transfer membership to The Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee’s performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply: visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*