

**Trinity United Methodist Church (trinitymp.org)**  
**Early Childhood Ministry Coordinator**

**Position Title:** Early Childhood Ministry Coordinator  
**Classification:** Nonexempt, Part-time (5-6 hours/week on Sunday morning)  
**Salary:** \$15.00 per hour  
**Reports to:** Director of Children & Family Ministry and Staff-Parish Relations Committee

**Summary:** Coordinate early childhood ministry, supervise early childhood staff, support volunteer leaders, and provide care for infants and children through 2<sup>nd</sup> grade. Lead Christian education using approved curricula and multisensory learning tools. Child care includes supervising play, maintaining a safe, hospitable environment, and demonstrating God's love to families with young children. Respond to unexpected events and emergency situations with objectivity, reason, patience and confidence. Pass a *Trusted Employees* Background Screen. Complete CPR/AED/First Aid and Safe Church training and follow safety procedures. Perform some administrative duties.

**Christian Education**

- Establish and build loving Christian relationships with children.
- Complete advance preparation: read the lesson overview, pray, test a/v equipment, copy coloring pages, gather craft supplies, locate story books and prepare games to supplement the lesson.
- Lead children's activities: read and discuss Bible stories, show DVD, lead songs, games, and crafts; play and pray with children.
- Curriculum will be determined by Director of Children & Family Ministry.

**Communication with families, staff & volunteers:**

- Greet children & parents on Sunday morning; create an environment of warmth & hospitality.
- Obtain Student Registration information from families and forward updates to staff.
- Support and collaborate with volunteer leaders and staff.
- Report child/family issues and concerns to staff each week.

**Administration & Facility maintenance:**

- Deliver monthly volunteer and staff timesheets and attendance records to Education Director.
- Monitor and report facility issues to Office Administrator including water leaks and/or damage to ceiling, walls, windows, and floor; waste disposal: trash, diapers, recycling.
- Monitor supplies in all three rooms: disinfecting wet wipes, baby changing wipes, diapers, paper towels, hand soap, hand sanitizer, protective gloves, snacks, small cups, toilet paper, tissues, pencils, pens, paper, crayons, etc.
- Ensure that tables and learning tools are clean, allergen-free, age appropriate & faith-related.
- Ensure that rooms are in order, store a/v equipment, and return craft supplies to Art Room.

**Education & Experience:** Minimum 2 years of experience caring for infants through elementary age children in a church or other Christian setting.

Send resume and salary requirements to: [TUMcareers@gmail.com](mailto:TUMcareers@gmail.com) or  
Trinity United Methodist Church, 605 W. Golf Road, Mount Prospect, IL 60056