**RIDGEWOOD CHURCH**

**JOB DESCRIPTION**

**TITLE: Early Childhood Associate**

**MINISTRY AREA: Kids & Families**

**CATEGORY: Non-Exempt**

**REPORTS TO: Minister of Kids & Families**

**HOURS: 10-12 per week**

The role of Early Childhood Associate is a valuable position that helps to shape a key and supportive partnership with parents at Ridgewood Church as they shepherd their kids to make faith their own. Ridgewood Kids & Families Ministries seek to connect kids and families with Jesus Christ, with one another and with the world around them.

**Core Responsibilities**

The ideal candidate will:

* Create and build teams that provide Early Childhood and child care programming for all applicable ministries (MOPS, Women’s Bible Study, Special Events, etc)
* Train & equip leaders in all manner of classroom management (resources, curriculum, supplies, emergency procedures, etc) to ensure high levels of excellence, consistency, and quality of care.
* Assist Minister for Kids & Families in maintaining and preserving classroom inventories, ministry resources, as well as adhering to RWC policies and procedures.
* Assist Minister for Kids & Families in all-hands-on-deck initiatives, such as Trunk or Treat, VBS, Special Families Ministry events, or as otherwise specified.
* Assist Minister for Kids & Families in architecting and executing excellent and compelling ministry to kids and families!

**What to Expect**

* Real-life ministry experience that will help equip you for a life of Kingdom impact in an exciting and growing ministry
* Encouragement, affirmation and positive coaching that comes with being part of a dynamic team
* Life-giving community as a member of a growing ministry team committed to helping each other succeed

**Qualifications**

* Strong Christian character must be displayed
* A life of purity and devotion to spiritual disciplines is vital
* Ministry experience is preferred
* Must exude a genuine love for, and desire to minister to, kids and families
* This individual will be excited about the mission and vision of Ridgewood Church

Apply by emailing [dmcmillen@myrwc.org](mailto:dmcmillen@myrwc.org) with your cover letter and resume including references.

Updated 3/2019