



4220 Monterey Oaks Blvd.
Austin, Texas 78749
(512) 891-1600

Job Title: Early Childhood Associate

Overview

The Early Childhood Associate will partner with the Children's Ministry Staff under the direction of the Director of Children's Ministry to establish goals, cast vision and plan strategically for ministering to volunteers and children in the Early Childhood program at Austin Oaks Church (AOC). The ministry emphasis of the Early Childhood program shall include children from birth through Pre-K. He/she will be involved in the recruiting, supervising, training and scheduling of volunteers for the early childhood program. He/she will be organizing, budgeting and overseeing of the early childhood program.

Essential Responsibilities

- Recruiting Volunteers for Early Childhood Rooms.
- Coordinate the Volunteer Application process and order background checks.
- Organize and maintain volunteer monthly schedule.
- Maintain volunteers and reminder alerts through The Hub
- Assist in planning and hosting Volunteer Appreciation Events.
- Work with Children's ministry team in implementing new ways to appreciate, train and retain volunteers.
- Oversee that volunteers are trained and informed of policies and procedures.
- Plan and execute New Volunteer Orientation.
- Conduct training meetings with volunteers as needed.
- Ability to network with possible volunteers.
- Ability to effectively communicate via email and text with volunteers.
- Be present on Sunday mornings.

Organizational Relationships

- Accountability
 - This position is directly accountable to the Children's Director. This accountability is maintained through personal contact and through weekly meetings. The Early Childhood Associate will be subject to a formal review on an annual basis.
- Staff Relationships
 - This position shall work closely with other members of the staff and shall work to maintain team camaraderie and mutual support.
- Congregation Relationships
 - This position shall work with the AOC congregation in a positive, supportive, encouraging manner and report all suggestions and complaints to the Children's Director.

Qualifications

- Be a committed follower of Jesus Christ and embrace the mission of AOC to help people meet, know and follow Jesus.
- Enthusiasm and passion for ministering to children and families within the church body
- Teachable attitude and have the ability to work as part of a team towards specific goals in a supportive manner
- Knowledge of Microsoft Word, Excel and some graphic publishing software would be beneficial
- Background in management and/or working with volunteers and children is desirable
- Must be highly organized and able to work on multiple tasks in a timely manner
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Demonstrate a commitment to and be in agreement with the Statement of Faith of the Austin Oaks Church of Austin and will become an active member of the church.

Physical Requirements

- Must be able to sit and type at a computer for extended periods of time
- Must be able to lift 20 pounds
- Must be able to stand for extended periods of time for events
- Must be able to speak fluent English