

Thank you for your interest in the part-time Early Childhood Director position at C3. The Early Childhood Director should:

- Love and interact with children
- Prepare and organize materials
- Work with and manage workers
- Collaborate with, dream and communicate often with Children's Director
- Help and support other C3 staff members as needed and possible

The Early Childhood Director responsibilities will include but not be limited to:

Nursery and Toddler:

- Keep area organized
- Assure that area is stocked with supplies
- Manage movement of toddlers to the 2's class

2's – Kindergarten:

- Plan and organize curriculum
- Get lesson materials to teachers and helpers each week
- Prepare materials and rooms for Sunday morning
(Coordinate that preparation with Melinda/Chloe/Maggi)
- Keep area organized and welcoming

Sunday Morning:

- Assure rooms are ready and volunteers present
(Contact Joy to problem solve with either area)
- Engage with children and welcome them
- Greet Volunteers
(Check with teachers to see that they have what they need to be successful)
- Make contact with new parents and children if possible

Other Responsibilities:

- Coordinate room clean-up for preschool classes
- Develop and train other volunteer leaders in early childhood area

If you are interested in applying for the Early Childhood Director position or would like more information please contact Joy Elzinga at jelzinga@conversechurch.org or 765 395-3361.