



JOB DESCRIPTION

DATE: Nov 4, 2025
JOB TITLE: **Early Childhood Coordinator**
LOCATION: Cedar Falls Campus
REPORTS TO: Family Pastor
FLSA STATUS: Full-Time, Exempt
WEEKENDS: Yes

SUMMARY

The Early Childhood Coordinator will be the primary developer of leaders for the early childhood ministry (birth – 5 years old) at Prairie Lakes Church, Cedar Falls. They will coordinate all programming and produce activities and events involving early childhood at the Cedar Falls Campus. They will manage data, stage appropriate environments, and form intentional partnerships with parents. They will be responsible to support the overall philosophy and mission of Prairie Lakes Church and its leadership team. This person will provide leadership to the Cedar Falls early childhood team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

- Recruit, schedule, develop, manage and celebrate volunteers.
- Train, equip and mobilize Team Leaders to shepherd volunteers who serve with them each week.
- Coordinate content for early childhood ministry (birth – 5 years old) including teaching and leadership training.
- Manage data through the church database including children, parents, and leaders.
- Prepare early childhood environments for each weekend.
- Keep environments up to date, attractive to parents and engaging to kids.
- Provide tools and partnerships for parents to equip them in their role as primary spiritual caregivers of their children.
- Coordinate and execute Child Dedication Orientation, Child Dedication, and follow-ups as a regular rhythm within the guidance of the Family Pastor.
- Work with the Family Pastor and Elementary Coordinator to plan and execute Family programming.
- Be present on weekends to execute weekend early childhood programming and events and available to parents in the lobby before and after services.
- Initiate relationships with early childhood visitors and new members of the PLC body to partner with parents and assimilate children into the early childhood ministry.
- Work with appropriate staff to regularly communicate with parents, keeping them informed of early childhood teaching and events, using various methods of communication.
- Attend community events and activities as the “face” of Prairie Lakes Church early childhood ministry in the community.

SUPERVISORY RESPONSIBILITIES

- Supervises volunteers and leaders involved in the Wee Kids (birth – 5 years old) ministry at the Cedar Falls Campus.
- Supervise and coordinate Wee Kids ministry intern when appropriate.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from a four-year college or university preferred.
- One or more years of related experience and/or training preferred.
- Experience with developing leaders in ministry environment preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- The ideal candidate should have a passion and heartfelt concern for children, ability to embrace their physical needs, helping them to know God's love and meet God's family.
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Ability to communicate and establish effective working relationships with other staff members and volunteers.
- Ability to effectively present information and respond to questions from parents and volunteers.
- Ability to work efficiently and effectively in team situations is critical, as is the ability to work independently.
- Strong interpersonal skills with the ability to relate to both adults and young children.
- Ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Proficient in technologies such as social media, blogs, texting, and willing to learn new technologies as they become useful.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; stoop, kneel, crouch, or crawl, and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with stairs but is handicapped accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____