



Title: Early Childhood Coordinator
Reports to: Director of Family Ministries

Staff: Part Time (15 hr), Non-Exempt
Date Effective: June 2025

Position Description:

Family Ministry at Truro welcomes the opportunity to partner with families to help children know and experience the love of God, to learn the foundations of the Christian faith, and to move toward a life of faith in Jesus. The Family Ministry team is under the direction, guidance, and support of the Director. The Early Childhood Coordinator is responsible for providing infants through children in pre-school, a caring, fun, safe, and Jesus-centered environment in which they can learn and grow.

Duties and Responsibilities:

- Develops and implements a vision and strategy for the early childhood ministry including a Sunday morning pre-school curriculum and weekly nursery and preschool programming.
- Recruits, trains, schedules, and manages a staff of eight and multiple volunteers for Sunday morning and any additional childcare needs throughout the week.
- Ensures childcare staff and volunteers comply with the policies and procedures for the protection and safety of children.
- Develops and implements a plan to communicate clearly and consistently with parents, guardians, staff, volunteers, and the church.
- Notifies the pastoral team of the need or opportunity to provide appropriate pastoral care for kids and their families, especially in crisis situations.
- Develops and manages the budget for the Early Childhood ministry.
- Processes leave requests and payroll for paid staff.
- Supports Family Ministry activities and events; attends staff activities and meetings; supports other ministry events and programs; and participates in church life.
- Completes other duties assigned by the Director of Family Ministries.

Preferred Experience and Training:

The ideal candidate possesses the following knowledge, skills, and experience.

- Knowledge, skills, and experience with early childhood care and programming
- Leadership skills, that is, the ability to recruit, assemble, equip, train, and lead a high-performing team of staff and volunteers. Can provide constructive, relevant, and helpful feedback. Demonstrates organizational and planning skills.
- High interpersonal or relational skills (Accessible, approachable. Demonstrates empathy. Listens well. Checks for understanding. Affirming.)

- Conflict management skills, that is, the ability to identify, address, and resolve conflict
- Excellent verbal and written communication skills
- Computer skills (Microsoft Office, Microsoft Outlook, Database Management)

Doctrinal Alignment

- Truro Anglican Church is a Christian church, dedicated to spreading the Gospel of Jesus Christ in Fairfax County and beyond. Truro Anglican Church: Receives the Old and New Testaments of the Bible as containing all things necessary for salvation; Receives the Nicene Creed, the Apostles Creed, and the Creed of St. Athanasius; and Accepts the Book of Common Prayer (2019).

Application

To apply please send a PDF of the following materials to: Preston Hansen, Director of Family Ministries at phansen@truroanglican.com

- 1) Cover Letter
- 2) Resumé
- 3) Spiritual autobiography
- 4) At least four references