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| ***Job Description*** |
| **Job Title:** | **Early Childhood MA** | **Department:** | **Oaks Kids** |
| **Reports To:** | Early Childhood Coordinator | **Effective Date** | 8/1/2024 |
| **Position Summary:** |
| The Early Childhood MA will assist the Oaks Kids team in facilitating the best experience possible for our Early Childhood kids through creative content, engaging games and activities, and age appropriate opportunitites to encounter God and learn more from His Word.  |
| **Key Results & Outcomes:** |
| An advanced understanding of effective Early Childhood ministry acquired through opportunity to write content, create fun games and activities, actively engage kids in God’s word, and proximity to the inner workings of Oaks Kids Early Childhood. |
| **Major Responsibilities & Duties:** |
| * Assist the Early Childhood Coordinator in the planning and execution of Wednesday & Sunday activities (games, Dream Team, Sunday Funday activities etc.)
* Assist the Early Childhood Coordinator in the setup of various Early Childhood experiences on Wednesday & Sunday (Nursery & Toddlers)
* Assist with Early Childhood Monthly Move Ups and Incident Report
* Assist in the management of the budget for Early Childhood
* Assist the Early Childhood Coordinator in the planning and execution of Child Dedication and Childcare Events
* Edit Video Content
* Be an example, teachable, prepared, professional, & a team player
* Be an owner of your zone.
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| **Scope of Authority:** |
| * n/a
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| **Anticipated Time Commitment:** |
| * 11-14 hours in addition to Oaks College programming (schedule varies based on needs of the office)
* Schedule can be determined as needed, must be available for Oaks College requirements and filming days
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| **Experience Required:** |
| * Must have skills in creative writing and activity planning
* Must be prepared to confidently lead a room of kids from the stage (hosting, messages, etc.)
* Must be able to lead a classroom of kids
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| **Educational Requirements:** |
| * High school degree or GED
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |