

Early Childhood Coordinator

Weekly Task List

15-20 hours per week

Sunday - 730am to 2 (first Sunday of the month) 730am to 1 rest of the month

- Set up each room for Sunday Service and tear down after services
- First Sunday of the Month for Discover Grace - hang out with any children K and younger (or recruit a volunteer, while you attend Discover Grace)
- Set up computers, tablets, and Dymo Printers before service and tear down after service

Monday

Weekly

- All Staff Meeting (1 to 230pm)
- Send out a postcard to all new families that came on Sunday (run the report to clean up duplications, signed up incorrectly, etc)
- Mail out birthday cards to volunteers for the week.
- Check the background list to see if any have expired and need to be renewed - if they need to be renewed, request and send an email
- Clean up the duplicates each week under People
- Clean up carts in Arcade - pick up Sunday lesson and refile; Refresh with next Sunday's lesson
- Charge all tablets and update/clean
- Clean/update all computers

First of the month

- Post Anniversaries for the month in Kidz City Volunteer FB page
- Remind team on Kidz City Volunteer Page which guide to review for the month

End of the month

- Create a schedule in the Planning Center and email it to team
- End of the month make sure the volunteer list is current in Dropbox
- End of the month update board if needed (on the desk behind you)
- End of the month have Nancy update the video for the month
- First of the month - Post Birthdays for the month on Kidz City Volunteer FB page

Tuesday

- All Staff Communication Practice (9am to 10am)
- Chapel with Nancy 1030am - 1050am (make copies of the lesson on Black & White Printer in GELC 70 copies)

Wednesday

- All Staff Prayer Time (9am to 930am)
- Email the team for the week the reminder that they serve email and where the lesson plan is (within Planning Center & Kidz City Volunteer FB Page)

As Needed or Seasonal

- Regular recruiting
- When we have new leaders, start a new workflow to go through each step (background ck, application, covenant, etc). Set up a Zoom or meet in person for Handbook training (takes about 30-45 minutes). They will need to shadow a Sunday before they start. All new will get a short & long sleeve t-shirt.
- When we see we will have an opening in leaders (maternity leave, stepping down, etc), reach out to parents who have been coming regularly.
- Shirts - if we get low, connect with Tammy's T-shirts to order more.
- Order supplies when needed - the Dymo labels are on a recurring 2-month order.
- Recharge the walkie-talkies
- Assist with Easter preparation, At the Movies set up/tear down, Christmas set up/tear down. All hands on deck for the events.
- Update the Diaper Cart each quarter.
- June - create a list of move-ups for Kindergarten. Contact each parent via email to see if they are moving up or not. If they don't answer emails after the first week, call each one to ask. Then order the needed amount of books, and bags. Day of move up we will need to update the system to make sure they move up to K (or stay in 4/5). Set up the table with tablecloths and gift bags. Mark them off the list as you hand them out. Do this two Sundays in a row.
- Assist Nancy when needed with training for the Jr Volunteers and the volunteers.