



**Job Title:** Early Childhood Producer  
**Job Status:** Part-time (avg. 10 hours per week)  
**Department:** NextGen- Early Childhood, North Campus  
**Reports to:** Early Childhood Director, North Campus  
**Positions Supervising:** None  
**FLSA Status:** Non-exempt

**Summary of Position:**

The Early Childhood Producer is responsible for all the large group environments (for birth- 5 years old) for all weekend services at North Campus.

**Position Responsibilities:**

**Prepare early childhood large group environments for weekend services**

- Prepare all necessary materials for weekend services.
- Ensure the ProPresenter program is consistently downloaded, installed and tested prior to weekend services.
- Ensure all Early Childhood large group environments are clean, set up and ready for weekend services.

**Lead Volunteer Teams**

- Equip all Early Childhood large group environments at North Campus with effective and engaging volunteers.
- Recruit and on board new volunteers.
- Provide ongoing development opportunities for volunteers.
- Maintain a high level of care and provide community for all Early Childhood large group volunteers.
- Equip volunteers to excel in their ministry roles through intentional coaching and training.
- Assist the Early Childhood Director with events, training, and volunteer care/appreciation events.
- Other projects and tasks as assigned by the Early Childhood Director.

**Desired Qualifications/Skills/Strengths:**

- Highly creative; must be able to combine experience and knowledge with creative vision and apply it through volunteers
- Team oriented

- Excellent communication skills
- Experience in the Arts preferred
- Experience leading and/or training volunteers preferred

**Spiritual Criteria:**

- Must have an intimate and growing relationship with Christ
- Must be a commissioned leader at Gateway Church (or be willing to if currently not)
- Model standards and expectations of commissioned leaders at Gateway Church

**Working Conditions and other information**

- Consistent Sunday responsibilities
- Additional responsibilities and work required for Easter and Christmas services, as we take an all-hands- on deck approach during these high invite events.
- Superbull- all hands-on deck for Saturday/Sunday services during Superbull for all part time and full time regular employees who normally work 20+ hours per week. \* May be required for other staff as well depending on role.
- Annual All Staff Retreat - dates subject to change but normally falls on a Monday-Tuesday mid-May.
- Annual leadership community- dates subject to change but normally falls on a Friday-Saturday mid-August.
- Monthly Leadership Community- each campus will be holding a leadership community once per month. All staff are required to attend the leadership community at the campus they attend. Campus Services should attend Leadership Community at the campus at which they currently lead or volunteer.

*Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Gateway Church, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, disability, pregnancy or any other protected characteristic as established by law.*

*As a religious institution, it is important that all employees of Gateway Church practice the same beliefs of the church. We therefore reserve the right to exercise this bona fide occupational qualification (BFOQ) in determining which applicants are best suited for positions at our church.*

*This policy of Equal Employment Opportunity and the related BFOQ applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.*

*Note: Gateway does not accept resumes from headhunters, placement agencies or other suppliers that have not signed a formal and current agreement with us. Our supplier base is restricted to specified hiring needs. Therefore, any resume received from an unapproved supplier will be considered unsolicited, and Gateway will not be obligated to pay a referral or placement fee.*