

**Associate Director/Coordinator of Early Childhood Evangelization &
Discipleship
Christ the Good Shepherd Catholic Community, Spring, Texas**

Christ the Good Shepherd in Spring, Texas is seeking an Associate Director/Coordinator of Early Childhood Evangelization & Discipleship. This position is responsible for the pre-school Mother's Day Out program and pre-school catechetical formation. This role oversees our early childhood program, assists with childcare/nursery, and other pre-school ministries

The Associate Director/Coordinator of Early Childhood Evangelization & Discipleship is expected to demonstrate good public relations and teaching skills and should expect to spend a minimum of 25-30-hours per week in this salaried, year-round position. Good collaboration/communication skills are a must. It is highly encouraged that this person has completed or be working towards completion of the archdiocesan catechist certification or its equivalent.

Responsibilities:

- Manage and oversee the early childhood program during the academic year, consisting of:
 - Mother's Day Out on Tuesdays and Thursdays
 - Adventures in Literature and Bible Adventures on Wednesdays
 - Managing the parish childcare and nursery ministry
- Recruit, train, and provide support to teachers and volunteers as needed.
- Plan, coordinate and implement occasional "parent's nights out."
- In collaboration with the associate director of adult and family, initiate parish activities in support of families.
- Plan and administer annual budget for this department in collaboration with the Director of Evangelization and Catechesis (Department Chair), Business Manager and the Finance Council
- Must be able to move light furniture and set up multiple classrooms each week.
- Must be able to work flexible hours including occasional evenings and weekends.
- Maintains working inventory of all resources relevant to the ministry, including manuals, resource books, supplies, equipment, and general supplies, etc.
- Provides advocacy for families and children within the parish context.
- Provides awareness and advocacy for families with children with special needs as needed.
- Calendar planning 18 months out with individuals designated by the Director of Evangelization and Catechesis and Pastor

Qualifications:

The Associate Director/Coordinator of Early Childhood Evangelization and Discipleship must be a practicing Catholic in communion with the Catholic Church. A minimum of a BA or BS degree or equivalent in child development is strongly encouraged. Minimum of 3 years of relevant experience with pre-school aged children, preferably in a supervisory or leadership position is helpful.

Must be a Catholic in good standing. Bi-lingual in Spanish, is a plus.

To be considered for this position please forward your resume hr@cgscc.church.