



Job Description for Preschool Coordinator

Relationships:

The Preschool Coordinator serves as part of the Ministries Department and reports directly to the Director of Children's Ministry, and works with other staff as needed.

Ministry Qualifications:

Staff Ministry Qualifications:

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
 - Previous church and life experiences that reflect a positive testimony in the body of Christ.
 - Active in Biblical community and consistent attendance at a weekly worship service.
 - Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
 - A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with ability to communicate effectively with staff, volunteers, the congregation, and community.
- Member of the church or in process of membership, which includes: a. commitment to and ability to articulate our mission, vision, and b. values agreement with our church constitution and statement of faith (doctrine).
 - Ability to maintain high standard of confidentiality both during and outside of work.
 - Growing in Biblical knowledge and learning to disciple others.
 - A desire to be part of a church ministry team that strives for excellence.
 - Faithful, available, teachable and responsive to reproof and guidance.

Specific Ministry Qualifications:

- Able to sensitively handle people and ministry related situations and information.
- Organizational skills to plan ahead and complete tasks on time.
- Able to organize, lead and care for a large volunteer team.

Objectives:

The Preschool Coordinator works with children ages three to five and their parents to disciple preschool children as they grow in love and knowledge of Christ and to help parents disciple their children.

The Preschool Coordinator trains and works with preschool volunteers to provide a Gospel centered, hospitable, and safe environment for children and their parents.

Responsibilities:

Recruiter of Preschool Volunteers

- Ensures that children and their families are prayed over every Sunday.
- Recruits, trains, encourages and communicates regularly with preschool volunteers.
- Designates volunteers to help with specific areas of Sunday morning classes, such as snacks and clean-up.
- Shares in recruiting and administrative help with preschool volunteer needs at all campuses.

Parental Encourager

- Mobilizes parents for ministry to their children by encouraging parents to develop their own disciple making skills with their children, providing classroom resources as needed.
- Works with the Children's Ministry team to coordinate Backyard Bible Clubs annually.

Preschool Overseer

- Oversees the operations of the preschool classrooms.
- Teaches in preschool classrooms as needed.
- Ensures the preschool rooms are properly staffed each Sunday.
- Works with the Nursery Coordinator to ensure that all special events have sufficient childcare volunteers.
- Evaluates current processes, forms and procedures and updates them as needed.
- Attends weekly Children's Ministry staff meetings.
- Attends and participates in meetings and special appointments as requested.
- Purchases and restocks all preschool room supplies.

Roles:

- Recruiter of preschool volunteers
- Parental Encourager
- Preschool Overseer

Pay & Benefits

Part-time position with negotiable benefits. Hourly wage based on experience and tenure.