

## **PRESCHOOL COORDINATOR**

### Job Description

POSITION REPORTS TO: Nursery/Preschool Director

POSITION SUPERVISES: Ministry Team (volunteers)

### JOB SUMMARY

Work with Preschool/Nursery Director to coordinate preschool program, curriculum and materials. Recruit, train, equip and develop ministry teams serving in preschool program.

### ESSENTIAL FUNCTIONS

- Work with Director to lead and manage the weekend preschool experience
- Spiritual maturity to shepherd, counsel, disciple, or pray with adults and youth
- Encourage, support and resource ministry teams for effective service in Sunday program
- Ongoing recruitment, scheduling and training of preschool ministry teams to promote growth, development and overall effectiveness
- Set-up, clean-up and maintaining of classrooms – supplies stocked, rooms ready for use on Sunday, toys cleaned/maintained/replaced, rooms cleared at end of the day
- Ensure policies and procedures are effectively communicated and followed by ministry teams, children and parents
- Ensure security system (check in/check out) system is implemented and functioning as designed and effective emergency procedures are in place
- Attend weekly ChangePoint and Children's Ministry Staff meetings
- Assist and support ongoing Children's Ministry events
- Committed to praying for the program, children, families and ministry teams

### JOB REQUIREMENTS & QUALIFICATIONS

- Strong and growing faith in Jesus Christ, recognize the Bible as the authoritative word of God, a heart set on following Him, and a track record of upward personal growth
- Ability to give effective direction to a large and diverse group of people and be a on the floor problem solver
- Communication and interpersonal skills that enable building relationships with ministry team, parents, and staff
- Passion and ability to help children begin and grow in faith and knowledge
- This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.