

JOB DESCRIPTION FOR
PRESCHOOL COORDINATOR

DESCRIPTION: The Preschool Coordinator is a part-time position that leads children and families ages 2-4/5 years old to experience and express the essence of Jesus Christ by providing environments where they thrive and feel known.

REPORTS TO: Kidventure Director

HOURS PER WEEK: Part-time (20) hours to include an approximate breakdown of (7) hours on Sunday morning; ten (10) hours classroom prep/scheduling (in office); and five (3) hours meeting with families, kids, and leaders/ events (outside office).

EDUCATION

Bachelor's from a Christian College (Preferred)

EXPERIENCE

Ministry and or classroom at least 2 years (Preferred)

SPIRITUAL QUALIFICATIONS

Possess a mature and growing relationship with Jesus Christ, consistently demonstrating spiritual gifts, fruits of the spirit, and character of a person surrendered to Jesus and filled with the Spirit. Be in agreement with the Cause, Rhythms, Culture, Strategy, and Beliefs of Grace Chapel.

CHARACTER

- + Display mature growing walk with Jesus
- + Walk in integrity both in speech and in action
- + Be a servant leader in the model of Jesus Christ
- + Have a teachable spirit
- + Exude passion for sharing faith with others, specifically children and their families
- + Be friendly, outgoing, energetic, positive, dependable, compassionate, organized, flexible and confidential

PERSONAL SKILLS

- + Demonstrate a love and an ability to relate to a wide range of people, both with children and adults
- + Have a strong aptitude for the needs of children/families and an organization
- + Have a sufficient aptitude for organization and administration
- + Be able to discretely handle confidential information
- + Be a team player as described in the "Team Norms"
- + Be a leader, having the ability to be an example and work alongside volunteer teams to minister to children
- + Possess adequate knowledge for dealing with family dynamics
- + Ability to attend to details while still maintaining a larger vision of the ministry
- + Be able to subscribe to strong level of commitment and work ethic
- + Possess the skills and ability to instruct, recruit, cast vision, and resource ministry teams.
- + Be a team player both within the Kidventure and as a part of the Grace Chapel Ministry Team

TECHNICAL SKILLS

- + Be experienced in small group ministry, administration, organization, communication, discipleship, and evangelism
- + Be able to manage a budget and calendar
- + Have a competent understanding of computers, copier/printer and other office machines
- + Be able to administrate with a variety of software, hardware, and practical tools
- + Be able to organize and maintain multiple aspects of ministry, simultaneously
- + Be willing to receive additional training and attend pertinent conferences/classes

RESPONSIBILITIES

The Preschool Coordinator is a member of the Kidventure Ministry and helps contribute to the teams effectiveness by:

- + Providing general support for Sunday mornings in the following ways:
 - Recruit and development of volunteer leaders encompassing: appreciation/mentorship, one on one care, shepherding, scheduling, communication, recruiting, and training
 - Scheduling Preschool Worship & Drama/Media
 - Being present for all services
 - Strive to meet and connect with new families in the ministry; ministering to them as needed
- + Providing support for Kidventure Preschool Programing:
 - Oversee preschool curriculum: purchasing, reading, prepping, and printing
 - Periodically evaluate relevance and effectiveness of current curriculum
 - Consistently stock item as needed, tidy toys, purchase new toys and classroom decor/constructive play, check snack bins, and clean/fill cups and pitchers
 - Receive volunteer applications for preschool leaders; reviewing them and then submitting to Kidventure administrator for processing. This includes checking for an approved application before serving
- + Serving on the Kidventure Ministry team by contributing:
 - Implement and oversee preschool special events/programming outside of Sunday morning
 - Work with Kidventure team to develop and implement special events and LA Sundays
 - Participate in weekly staff and Kidventure team meetings