



**Position:**           **Preschool Coordinator**

**Reports to:**       **LPKids Director**

**Status:**           **Non-exempt** (*hourly*)

**Last Revised:**   **November 2019**

## **Overview**

Lead and coordinate all programming that will result in a dynamic ministry environment for Preschool-age children. Cast the Family Life vision of partnering with parents and leading small to create opportunities for children to grow in authentic faith by combining child development and age appropriate curriculum. Create a comprehensive strategy for young children to help them find and follow Jesus.

## **Key Responsibilities**

### ➤ **Programming**

- Coordinates the programming for Preschool areas serving children ages 3 years old through pre-K age
- Manages room assignments for all participants according to age and ability level
- Communicates with parents and leaders through multiple means such as email, phone and social media

### ➤ **Volunteer Coordination/Staffing**

- Leads, holds accountable, sets schedules, trains and recruits volunteer staff
- Oversees ministry team including Room Coordinators, Small Group Leaders, Student Techs and Student Small Group Leaders
- Provides vision, guidance and training to volunteer team
- Manages volunteer assignments, attendance and rosters through Planning Center database
- Along with the Family Life Admin, assimilates new volunteers to LifePoint Kids
- Communicates weekly with volunteer leaders to prepare them for weekend services
- Provides support for all volunteer needs
- Ensures all classrooms are adequately staffed each weekend for all services

### ➤ **Classroom Preparedness**

- Oversees facility needs, including room reservations, signage, organization/cleanup of classrooms, room improvements and replacement of toys, books and furniture
- Oversees and maintains cleanliness weekly, including washing toys, wiping down furniture and doing laundry
- Purchases and restocks all needed supplies

➤ **Special Events**

- Assists in LifePoint Kids events such as Family Experience and Family Baptism Celebrations
- Oversees semi-annual Child Dedication event
- Other duties as assigned

**Supervisory Responsibilities**

- Oversees volunteer teams

**Qualifications and Required Skills**

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus
- Loves kids and has a genuine desire to help them find and follow Jesus
- Degree in Education/Child Development or a minimum of 2+ years experience in Children’s Ministry
- Proficient in Microsoft Office Products
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive, working in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.*

*A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed this document and have agreed to take the necessary steps to ensure success in this role.*

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*Employee Signature* *Date*

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*Supervisor Signature* *Date*