



Position: **Preschool Coordinator**

Reports to: **LPKids Director**

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

Last Revised: **September 2022**

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. Working with the LPKids Director, implement 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 (if applicable)
- Purchases and restocks all needed supplies

➤ **Special Events**

- Assists in LifePoint Kids events such as Family Experience, Family Baptism Celebrations and/or Child Dedication
- 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