



Position: **Preschool Coordinator**

Reports to: NextGen Pastor

Status: Non-exempt (*hourly*)

Last Revised: September, 2025

Mission

To provide operational support in LPKids Ministry by partnering with parents to influence kids to find and to follow Jesus

Primary Objectives

- In collaboration with NextGen Pastor, lead and coordinate all programming resulting in a dynamic ministry environment for preschool-age children (3 years through pre-K)
- Partner with parents in alignment with NextGen Strategy to create opportunities for children to grow in authentic faith by combining child development and age-appropriate curriculum
- Cultivate and maintain healthy volunteer culture within immediate area of oversight

Responsibilities

Programming and Environment

- Coordinate the programming for Preschool areas serving children ages 3 years through pre-K
- Manage room assignments for all participants according to age and ability level
- Communicate with parents and leaders through multiple means such as email, text, phone, and social media
- Oversee facility needs, including room reservations, signage, organization/cleanup of classrooms, room improvements, and replacement of toys, books, and furniture
- Ensure weekly cleanliness standards, including washing toys, wiping down furniture, and overseeing laundry as needed
- Purchase and/or restock all needed curriculum and supplies

Healthy Volunteer Culture

- Recruit, develop, schedule, and lead volunteer staff, including Room Coordinators, Small Group Leaders, Student Techs, and Student Small Group Leaders, while overseeing assignments, attendance, and rosters in Planning Center
- Provide vision, guidance, training, and support to the volunteer team, ensuring adequate staffing in all classrooms for weekend services
- Communicate weekly with volunteer leaders and onboard new volunteers to LPKids
- Provide consistent support and encouragement for volunteer needs and development

Special Events

- Assist in LPKids events such as any Holiday Experiences, Baptism Celebrations and others that might come up through the year
- Other duties as assigned

Staff Member Responsibilities

- To embody our staff values of:

- Pursue Unity: choosing “we” instead of “me.”
- Build Trust: extending trust and being trustworthy
- Lead Yourself: committed to personal integrity and continual improvement
- Exercise Ownership: accepting responsibility for outcomes and mission
- Develop People: investing in and creating opportunities for others
- Align personal and professional life to expectations for staff according to LifePoint policies
- Participate in NextGen team meetings and provide input on systems and processes to build unity between our ministry teams

Qualifications

- Management – able to manage volunteers, students and adults, toward a common goal
- Team Creation – able to identify, recruit and train volunteers to create ministry teams
- Communication – clearly and articulately speaks and writes without being overly verbose or talkative, consistently maintaining this standard in all forms of communication. Able to communicate one on one and to small or large groups
- Teamwork – reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship
- Strong relational IQ – shows sensitivity to and awareness of how people are responding and relating
- Enthusiasm – exhibits authentic excitement over work. Has a can-do attitude
- Administration – strong attention to detail
- Personal Growth – able and willing to continue to self-teach and learn new skills that will develop professional, technical, personal, and spiritual skills

Spiritual Criteria

- Faith – trusts in Jesus Christ, has a heart for the local church, has a growing relationship with Jesus Christ, and a passion to help others find and follow Jesus
- Doctrine - fully agrees with the doctrinal perspective of LifePoint Church
- Attends, supports, and is an active participant at LifePoint Church

Education and Experience

- At least 2 years’ experience in Children’s Ministry. Degree in Education/Child Development is preferred.
- Has, or willing to learn, a working knowledge of Microsoft Office, database, and other related applications