

Preschool Coordinator Job Description

Title: Preschool Coordinator

Department: Family

Classification: PT Support Non-Exempt Staff

Reports to: Director of Children's Ministry

Supervises: N/A

Updated: June 2018

PURPOSE

To provide coordination for programming for children ages three to five years old.

QUALIFICATIONS

1. A testimony of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life
2. Demonstrated lifestyle of service to the body of Christ
3. Fully supports the EFCA Statement of Faith and Constance Purpose and Strategy
4. High School education with preferred Early Childhood Education or Christian Ministry Degree
5. Children's programming experience
6. Strong administrative, organizational and communication skills
7. A passion for ministering to children
8. Ability to mobilize others in ministry including strong team building skills
9. Ability to oversee volunteer ministry staff

RESPONSIBILITIES

Programming 50% (6 hours)

1. Schedules, plans, facilitates and coordinates the preschool weekend programming and Cubbies (ages 3-5)
2. Communicates regularly with all leaders/teachers any information needed to be communicated to volunteers to achieve success in ministry
3. Encourages teachers/leaders to communicate with families and children, bridges these relationships as needed
4. Seeks to welcome new families
5. Edits curriculum materials and trains on the methods to best use them
6. Oversees and edits the content of curriculum, making sure it's Biblically based, age appropriate, relevant, applicable, and effective to reach goals
7. Chooses crafts, games, and activity stations
8. Attempts to be a resource for all early childhood volunteers
9. Oversees other special events for MOMS and Holidays. Plans special events for age group at key times of the year (such as; Morning in Bethlehem and Rise Up with Jesus etc.)
10. Ensures Preschool and Cubbies groups/classes has all its workers to carry-off lesson plans

Administration 25% (3 hours)

1. Recruits, trains and serves as coordinator of ages 3-5 year old programming
2. Develops, implements, communicates, maintains, and evaluates policies, standards, and procedures for the ministry, and it's workers
3. Organizes and schedules overall Constance Kids Sunday and Tuesday programming
4. Communicates helpful information to families through newsletters and other media
5. Oversees the management of toys, activity stations and other resource materials
6. Responsible for weekly room usage, cleanup and upholding of security practices
7. Promotes weekly curriculum and other special projects
8. Communicates to workers schedules and follows up when worker is a no show

Workers/Training 25% (3 hours)

1. Develops a ministry team to help carry out ministry, meets and prays with/for them regularly
2. Delegates and assigns responsibilities as needed to those involved in large group programming
3. Recruits and trains potential new volunteers in the ministry
4. Ensures records of abuse prevention training, other training, service and encouragement of all workers are up to date.
5. Provides on going communication opportunities for continuing workers
6. Evaluates, empowers, and encourages all workers to improve in their area of service

RELATIONSHIPS

The Preschool coordinator reports to the Director of Children's Ministries, works closely with CM Associate, Nursery, Administrative and Programming Coordinators.