



## **PRESCHOOL MINISTRY COORDINATOR (PART-TIME)**

### Ministry Description

**Overview:** Provides a welcoming, competent, and Spirit-led staff presence in the Village by inspiring children, volunteers, and parents to live faithfully and joyfully into the calling of ministry to children. Coordinates all tasks necessary for the effective promotion and implementation of a thriving ministry to children from 2 years old through pre-K.

### **Description and Responsibilities:**

- Prays for the preschool children and their families weekly
- Enforces safety and security policies of the Village
- Attends weekly Children's Ministry Team Meeting. Attends the Family Ministry Team Meeting by request
- Coordinates and leads volunteer trainings
- Demonstrates a positive and friendly attitude with the parents and the children who are under his/her care, addressing parents' concerns with sincerity and grace
- Helps maintain accurate rolls, attendance records, and mailing lists of children (3-pre-K), in coordination with the Children's Director
- Distributes preschool curriculum/supplies to the preschool classrooms
- Ensures that the preschool rooms are well-staffed and that the safety policies are followed at all times
- Care for Preschool Village Volunteers
  - connect, listen, pray and provide other creative support according to their gifts/when needed
  - leads Sunday preschool volunteer huddle
  - give intentional quarterly appreciation for preschool volunteers
- Recruits volunteers to serve in the preschool ministry
- Reports any needs and concerns to the Children's Director
- Regularly reports damaged toys/equipment or safety hazards to the Children's Director and replaces/removes these items as directed
- Guides and assists preschool volunteers in organizing and cleaning the preschool areas each week.

**Team Composition (number):** 1

**Time Commitment:** Part-time, 10 hours per week (Sundays included)

**Special Talents, Skills Preferred:** Education and/or experience with preschoolers, delegation, organization, administration, creativity.

**Resources and Training Provided:** Children protection policies and training deemed necessary by church leadership.