

Preschool Coordinator Position Description
Church on Bayshore
February 2024

Summary:

The Preschool Coordinator is responsible to the church, under the direction of the Kids Minister, for overseeing the various ministerial and administrative duties pertaining to Sunday, Midweek, and special events programming for the Preschool Ministry at Church on Bayshore. This position is responsible for the planning, organization, and execution of the ministerial and administrative duties required to serve the preschoolers and their families at Church on Bayshore. They are to assist in the Kids Ministry mission to lead kids to believe in Jesus, belong to God's family, and become who God created them to be, impacting the world for Christ.

Primary Job Responsibilities may include but are not limited to:

- **Ministry & Volunteer Support**
 - Observe and serve alongside weekly leaders to ensure proper and age-appropriate practices are being used in teaching and provide guidance where necessary.
 - Assist in casting vision to recruit & train adult and parent volunteers for weekly, bi-monthly, and monthly volunteers to serve on the Bayshore Kids Preschool Ministry Team.
 - Execute the volunteer & parent engagement strategies designed by the Kids Minister & Kids Ministry Leadership team.
 - Provide at least 2 trainings a year with weekly preschool leaders to equip & encourage them to better serve the kids and families at Church on Bayshore.
 - Provide training resources, policy and procedure reminders, and encouragement to all preschool volunteers throughout the year.
- **Ministry Event Management**
 - Plan and execute events throughout the year that serve as encouragement and engagement events for preschool families to connect with the church and with each other.
 - Create, assemble, and distribute communication pieces for preschool families within the Kids Ministry such as postcards, emails and text messages for Sunday, Midweek, and Special Events.
 - Work with our communications team to ensure communication plans and materials are consistent in branding and meet expectations for excellence.
 - Serve on the Bayshore Kids Leadership Team.
 - Assist the Kids Minister in staying 3-6 months ahead in all tasks, responsibilities, and prep for ministry-wide special events.
- **Financial Management**
 - Assist the Kids Minister with budget development, execution and tracking.
 - Adheres to the Church's financial policies and procedures.
- **Curriculum & Resource Support**
 - Print & distribute curriculum and supplies for all Bayshore Kids Preschool (Birth-Kindergarten) Sunday morning and Midweek programming.
 - Collect, respond, and fulfill resource requests from ministry volunteers.
 - Oversee the organization, supply, and cleanliness of all preschool resource supply areas.

- Volunteer Management
 - Plan and oversee a 3-month quarterly volunteer rotation for preschool on Sundays and Midweeks.
 - Schedule the needed volunteers to meet child to teacher ratios, managing the weekly, bi-monthly, and once a month volunteers while also scheduling subs to serve in case of weekend call outs.
 - Monitor culture during scheduling to ensure volunteers are not overscheduled.
 - Work with Kids Minister to collect consistent feedback for ministry evaluation from parents & volunteers.

OTHER RESPONSIBILITIES may include but are not limited to the following:

- Prepare Children’s Area for Sunday and Midweek services.
- Participation in staff meetings as required by the Church.
- Complete other duties as assigned by supervisor.

COMPETENCIES AND TRAITS:

In addition to the specific responsibilities required for this role, Church on Bayshore seeks candidates that possess general competencies and behavioral traits that enhance our staff's effectiveness.

Individual Contribution

- Manages & prioritizes tasks and projects efficiently.
- Anticipates problems and/or formulates creative solutions.
- Adheres to commitments, schedules, and deadlines.

Team Contribution

- Demonstrates flexibility, adapts well to changing priorities or situations.
- Self-directed and proactive.
- Is willing to take on additional responsibilities as necessary to accomplish ministry goals.
- Collaborates well with others to accomplish group tasks.
- Uses written and verbal communication in a way that accomplishes intended results.
- Attends weekly department meetings and monthly staff meetings.

Self-Development

- Prioritizes and accomplishes self-development goals.
- Teachable spirit with a desire to learn and grow.
- Prioritizes discipleship essentials of worship, growing (LIFEGroup), serving, giving, and reaching.

Reports to: Kids Minister

Job Status: Part Time (24-30 hours)