



Position Title: Preschool Coordinator
Reporting Relationship: Children's Ministry Director
Exempt Status: Part-time, Non-exempt (18 hours/week)

Ministry Description:

The purpose of this position is to provide overall leadership to the weekend preschool ministry of Sprecher Campus.

Primary Responsibilities:

Leadership

- Be the primary vision-caster for the preschool team.
- Recruit, direct, and encourage Team Leaders the preschool teams
- Work to reproduce yourself (raise up future Children's Ministry leaders)
- Be the CM staff presence for the Saturday 5:30pm service (2 times/month) and Sunday services (2 times/month)
- Ensure that each preschool volunteer is prepared and trained to serve in their given role

Staffing

- Ensure that the preschool team is fully staffed
- Work with Team Leaders, CM Director, and other CM leaders to build volunteer teams
- Coordinate staffing of each God's Garden team during the summer (Summer Serve)

Administration

- Ensure that child safety policies and procedures are communicated and practiced
- Lead teams in ministry evaluation and planning
- Oversee child registration and volunteer application and placement processes
- Support curriculum and large group teaching team

Time

- 18 hours per week
- Saturday PM: 3 hours
- Sunday AM: 5 hours
- Weekly on-site: 10 hours

Personal Qualifications:

- Door Creek Church member who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Ability to work independently or as a member of a team
- Ability to multi-task and stay on track with regular interruptions

- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others
- Ability to maintain high standards of confidentiality with sensitive information.
- Demonstrated interpersonal, verbal, and written communication skills, including strong listening skills
- Have a growing ability and desire to lead
- A positive attitude and outlook
- A spirit of enthusiasm and optimism
- The ability to work well with people and to resolve conflict well
- Sincere humility, a teachable spirit

Education and Experience

- Experience with kids and/or volunteers
- Active affiliations: Door Creek Church attendee is preferred

Physical Demands

- Sitting for long periods
- Lifting up to 20 pounds

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position