



Trinity Nursery/Preschool Coordinator

POSITION SUMMARY

The Preschool Coordinator to Children's Ministry is responsible for assisting the Kids Ministry Director with creating and executing the vision for growing and discipling our next generation of disciples, our Trinity kids! A passion for the gospel of Jesus is essential loving and serving our kids and our volunteers at Trinity. This position will also support the church in its mission of creating experiences and providing space for kids and families to come alive, grow and change the world with Jesus.

Position Title: Trinity Nursery/Preschool Coordinator

Classification: Part-time, hourly, 20 hrs./wk.

Accountable to: Dir. of Children's Ministries

Education: Bachelor's degree preferred

Experience: Related work experience with kids, preferably preschool age level

QUALIFICATIONS

Personal

- Spiritually mature
- Intrinsically motivated
- Collaborative
- Teachable/humble
- Integrity

Relational and Communication Skills

- Good verbal and written communication
- Relates well to a variety of people
- Understands and upholds confidentiality

Professional Characteristics

- Organizational excellence
- Ability to multi-task
- Efficient
- Administrative experience/computer savvy, Microsoft Office Products (Excel, Word, Publisher, Outlook)

RESPONSIBILITIES

1. Sunday Morning Nursery & Preschool Ministry

- I. Arrive on Sundays before nursery & preschool volunteers are scheduled to arrive ensuring everything is ready to go (e.g. cleanliness and safety check of classrooms)
- II. During service, oversee Sunday ministry operations on a regular basis and serve as a point person for parents & volunteers

- III. Provide a welcoming, warm, safe environment to new & young families of nursery and preschool age children
- IV. Support planning and coordination of programs for Sunday morning ministry
- V. Organization of kid's ministry materials (e.g. snacks, wipes, diapers, etc.)

2. Ministry with Staff and Volunteer Training

- I. Oversee scheduling needs are met for Sunday volunteers
- II. Learn Planning Center church database and its capabilities for children's ministries.
- III. Assist in implementing and educating volunteers and parents on safety protocols, policies and procedures
- IV. Work with director and other kid's ministry staff regarding ministry strategy and planning

3. Ministry Moments Beyond Sunday Mornings

- I. Assist and support ministry moments beyond weekly duties (Baptism, dedication, connect with other kid's ministries, etc.)
- II. Assist and support family connection & outreach (family hangouts, playdates, collaborate with groups ministry, etc.)