



Children's Ministry Preschool Coordinator

Job Description

January 2023

REPORTS TO: Children's Ministry Director

POSITION TYPE: Full-time, Hourly, 40 hours/week

PURPOSE OF THE POSITION: The Preschool Coordinator oversees the Children's Ministry strategy for small groups of children ages birth – 5 not yet in kindergarten. The Preschool Coordinator is responsible for training, equipping, and supporting our small group leaders and parents.

RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

- **Sunday Responsibilities:**
 - Arrives early to open respective area
 - Manages all gatherings ensuring areas have been prepped and ready for the day
 - Communicates and casts vision to parents and volunteers
 - Organizes and leads volunteers in trainings
 - Recruits for all open positions within area
 - Oversees the clean-up of the wing after last gathering. Works with volunteers and Facility Manager to ensure necessary housekeeping and upkeep of area
- **Weekday Responsibilities:**
 - Contacts volunteers to follow up on past Sunday and to plan for upcoming Sunday, ensures full roster
 - Meets with leaders regularly to disciple and encourage multiplication within them
 - Oversees the curriculum, edits materials and prepares it for Sunday mornings
 - Helps prepare bins for each Sunday
 - Upholds Children's Ministry strategy to parents and volunteers
 - Keeps all forms and rosters up to date within database
 - Manages and maintains the master volunteer schedule (confirms volunteers through email or phone calls and church database)
 - Recruits volunteers for full roster.
 - Works with Children's Ministry Director and Facility Director to maintain physical space and equipment in classrooms. (paint touch-ups, etc.)
 - Works as a team with other Children's Ministry Staff to develop policies, procedures, and programs for BACC Children's Ministry

- Other Responsibilities:
 - Assists with special events for families
 - Supports church-wide special events
 - Other BACC responsibilities as directed by Children's Ministry Director

PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:

- Leadership, administration, shepherding, encouragement
- Build Relationships: Uses appropriate interpersonal skills to work effectively with others on the team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- Provides leadership and expertise over all things small groups, researches best practices/strategies as well as feedback to other ideas.
- Demonstrates good written, oral, and listening skills
- Builds Effective Teams: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Has a huge heart for preschool-age children.
- Enthusiastically embraces God's vision for Bay Area's Children's Ministry
 - Strong organizational skills and attention to detail
 - Ability to prioritize and to be flexible as projects and their importance shift
 - Team player who works well with various personalities and has consistent positive influence within the Children's Ministry Team
- Teachable and approachable
- Agrees with BACC Statement of Beliefs, Position Papers and meets all requirements to be a Ministry Partner
- Attends BACC or is willing to begin attending