

Reports To: Children's Minister, Discipleship Pastor
FLSA: Exempt
Category: Non-Ministerial
Status: Full-time

Preschool Ministry Associate Job Description Harrisburg Baptist Church

Position Summary:

The Preschool Ministry Associate shall be responsible to the church, under the direction of the Children's Minister, for providing assistance with the planning, organization, and implementation of the church's ministry to preschoolers (birth-Kindergarten) and their parents.

Coordinate and Implement Weekly Ministries (%60)

Prepare for and implement weekly Preschool Ministry educational programming, including Sunday morning and night, and Wednesday nights, and the various aspects that make them successful.

- Maintain adequate resources, provisions, and supplies in the Preschool Resource Room, classrooms, and gathering areas.
- Ensure that check-in and dismissal procedures are followed according to the Harrisburg Baptist Church policies and procedures.
- Communicate facility needs to the Children's Minister.
- Maintain a consistent, highly visible, and helpful presence when families are arriving for and departing from the preschool area for events.
- Manage safe transitions from various programming (ex. 8:30 Extended Care classrooms to Sunday School classrooms)
- Coordinate weekly Sunday Extended Session by recruiting, scheduling, and communicating with Sunday Extended Session volunteers. Ensure adequate staffing in advance each week by maintaining a list of substitute volunteers.
- Oversee volunteers to ensure that all classrooms are adequately and properly staffed according to HBC policies and procedures.
- Schedule and distribute curriculum and supplies for Preschool Ministry volunteers as needed to prepare for ministry activities and events.
- Give insight to and follow HBC Preschool Ministries system for welcoming and following up with guests.

Special Events and Experiences/Outreach (10-20%):

- Assist in planning, organizing, and implementing special events for Preschool Ministry (ex.P&P quarterly events) and church-wide events (Ex. VBS).
- Maintain an adequate staff of paid childcare workers and schedule workers' hours for regular church ministries and special events when requested for Harrisburg ministries.

General (20%):

- Oversee administrative office tasks for Preschool Ministry, including, but not limited to, mailouts, enrollments, emails, social media, digital announcements, and event registration.
- Maintain a positive and mutually supportive relationship with Harrisburg School and Mother's Day Out directors and employees.
- Attend all staff-related and staff-assigned meetings, functions, and assignments.
- Fill teaching positions for Preschool Ministry programming as needed or assigned by the Children's Minister.
- Work with the Preschool Ministry Leadership Team to ensure volunteer involvement and leadership.
- Other duties as assigned by the Minister to Children.

Personal & Professional Growth (10%):

- Cultivate and maintain a healthy spiritual life that includes private prayer, worship, studying the Word, and applying the gospel to your life and family.
- We believe that you are a member of our church as much as you are on staff, and as a result we expect for all of our staff members to prioritize our weekly worship services and coordinate with their teams and staff relationships so they can worship on Sunday.

Qualifications:

- A strong Christ-follower who can identify closely with the culture, mission, values, vision, and priorities of Harrisburg Baptist Church.
- A mature Christian who is growing in their personal walk with the Lord through committed Bible Study, prayer, and service.
- A willingness to be a "team player" where collaboration exists between the Preschool Ministry and other ministries within Harrisburg Baptist Church.
- Knowledge of childhood development and the ability to work well with children.
- Basic knowledge of computer systems, church database software office equipment and willingness to be trained as needed.
- A "can do" attitude.

Education and/or Experience:

- Minimum of a Bachelor's degree from an accredited college or university.
- Previous experience in either a paid or volunteer position working with children in an educational or church setting.