



## Job Description

**Job Title:** Resource Coordinator

**Job Purpose:** To support First Baptist Learning Center and First Baptist Church in providing a nurturing Christian environment in which every child can grow and develop spiritually, intellectually, emotionally, socially and physically. Consistency is equally important as our children and families rely on us to be available during the hours of operation. Absence affects the quality of care that we are able to give to our children and parents. Punctuality, professionalism and flexibility is a must.

### Responsibilities:

- The coordinator shall perform assigned duties as described by the job description in the weekday education program of First Baptist Learning Center for the period indicated on employment agreement form
- The coordinator shall adhere to all weekday education teacher policies and to the state licensing requirements of the state of Texas including but not limited to completing 24 hours of teacher in-service training each year and CPR/First Aid training
- The coordinator shall attend all required staff meetings throughout the school year as well as mandatory training in August. Not attending this training results in the coordinator locating and paying for replacement training
- The coordinator shall maintain a punctual and faithful attendance throughout the year
- Works cooperatively with staff at First Baptist Learning Center and Children's Ministry
- Shall provide assistance to teachers with classroom supplies/materials needed
- Review teacher supply sheet request forms and organize items that need to be purchased
- Shop, sort, prepare and deliver teacher baskets with supplies/materials in supply room or designated area to be placed in classrooms for the week
- Assist with gathering supplies/materials from classrooms/halls
- Receive and put away all supplies/materials back into the supply room or designated area each week.
- Maintains supply inventory- verifies inventory levels by checking shelves, notifies Director or Assistant Director of any needs
- Research and price items to add to inventory when needed
- Orders, receives, and stores supplies/materials in supply room or designated area
- Assist with ensuring cleaning supplies/materials - gloves, napkins, hand sanitizer, wipes, etc. are available in the classrooms
- Examine items in inventory for defects, wear or damage, keep up with recalled items and assist with removing items from classrooms and resource room
- Shall take initiative in maintaining a safe and stimulating learning environment
- Work with Instructional Support Staff and Children's Ministry to maintain organization in the workroom and storage closets
- When available assist with daily morning and afternoon door holder- greet and check parent identification badge if deemed necessary
- Substitute/assist in the classroom when needed any time of the day
- Assist with any and all special events
- Perform any other assignments the Director or Assistant Director deem necessary
- The coordinator is responsible for the knowledge of this job description and is aware that it may be revised or updated at any time
- The coordinator shall model behavior and attitudes that are congruent with the Christian mission and meaning of First Baptist Learning Center



- The coordinator shall adhere to all First Baptist Church employee policies as defined in the employee handbook and shall adhere to additional preschool policies delineated in the teacher policies including but not limited to discipline practices within the classroom and child abuse prevention and reporting policies
- For such teaching services, lawfully and properly performed, the First Baptist Church weekday program shall pay to said coordinator, at the times specified, the amount that may be due, according to this agreement and the payment plan established by the First Baptist Church of McKinney

**Qualifications:**

- Has some knowledge of child development
- The coordinator may be required to lift up to 25-50lbs. multiple times a day
- Show initiative and be proactive in handling any tasks in a timely, deliberate and efficient manner.
- Demonstrate a reasonable level of computer and clerical skills
- The coordinator must be committed, flexible and available to work when needed
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & Staff Covenants

<b>Part Time: Hourly</b>	<b>FLSA Status: Nonexempt</b>
<b>Ministry: FBLC</b>	<b>Account #: 80680</b>
<b>Reports to: Director &amp; Assistant Director</b>	<b>Date Prepared: August 2020</b>