

## Preschool Coordinator Job Description

Title: Preschool Coordinator  
Reports to: Minister to Children  
Purpose: The Preschool Coordinator is a part-time position responsible for overseeing nursery and preschool ministries by recruiting, equipping and building teams and team leaders.

### **Character Traits of the Preschool Coordinator**

A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus

A passion to see those at LEFC to fall in love with Jesus and live out their relationship with God in their OIKOS

Team player. A leader who wants to serve as part of a larger team of leaders, supporting the leadership of the Minister to Children in leading our volunteers and parents.

A shepherd's heart, caring for those they serve

The desire to grow, develop and mature, both spiritually and professionally

### **Job Responsibilities of the Preschool Coordinator**

Oversee the welcome team by creating a warm, welcoming environment for check-in; recruiting, training and scheduling a team of people to welcome and assist families as they check their children in to LEFC's Kids Ministry.

Create an environment of purposeful and excellent care and spiritual nurture for our youngest attenders (nursery through pre-k) by gathering and equipping an energized team of shepherds who love Jesus and love young children.

Recruit, train, schedule and nurture teams of shepherds for Sunday Services, Congregational meetings (3x per year) and WBF (two semester per year)

Communicate with parents to determine best placement for their child including timing of moves to new classrooms. Update church database as needed.

Assist with special events as needed (Sports World, Family Events, Orientations and trainings etc.)

This role has Sunday morning hours at least two Sundays per month

Other tasks and meetings as assigned by the Minister to Children

### **Requirements for the position**

Loves Jesus and has a passion for ministry with children and their families

Enjoys and has experience leading teams to accomplish ministry goals

Heart for encouraging and equipping people to use their gifts to the edification of the body of Christ

Enjoys talking with people, either in person or on the phone

Strong organizational skills, able to manage multiple tasks and self motivated

Detail oriented, yet able to see the big picture

Ability to take initiative to learn new skills and ask questions to best support the needs of a growing ministry

Ability to take direction and follow through in a timely manner

High School Diploma or equivalent