

WADE BAPTIST CHURCH
Job Description

JOB TITLE: PRESCHOOL/NURSERY COORDINATOR (Part-time; 8-10 hours/week during school year; 15-20 hours/week during summer activities)

REPORTS TO: Children's Director

Description: The Preschool Director will be responsible for providing leadership and oversight to the needs of preschool children (0-5 years of age) and their families. The coordinator must have a personal relationship with Jesus Christ and a passion for the spiritual development of children through the coordination of ongoing programs and special events. He/She is expected to contribute to the team spirit of the staff through dedication, encouragement, and prayer as well as being committed to serving and leading our volunteer teams.

Qualifications:

Hold high school diploma or equivalent

Good oral & written communication skills

Pass pre-employment background check

Is flexible and able to adapt to changing circumstances as the needs of the ministry changes

Is an energetic, creative, team player who loves kids and feels called to children's ministry vocationally

Duties & Responsibilities:

1. Assist Children's Director
2. Follow the vision and develop plans consistent, and aligned with, Wade Baptist Church.
3. Loves children and fostering their spiritual growth
4. Build relationships with preschool parents, families, and children to provide a warm and welcoming environment
5. Maintain clean and organized rooms, storage areas, and workspaces in the children's areas
6. Assist in recruiting and scheduling all volunteers in the preschool ministry (Sunday School Teachers, Preschool Worship, Nursery Workers)
7. Plan, order, purchase, and stock supplies as needed
8. Teach classes and lead worship as needed
9. Participate in staff meetings as required
10. Help with planning and execution of children's events as requested
11. Assist in weekly preparations of Sunday school curriculum
12. Submit Calendar Request Forms when needed
13. Maintain confidentiality of all church business and information
14. Follow all policies and procedures established by Wade Baptist Church
15. Keep a positive, helpful attitude
16. Dress in a casual yet professional manner
17. Perform other duties as assigned by Student/Family Pastor and Children's Director