

Preschool Ministry Coordinator

Title: Preschool Ministry Coordinator	FLSA Status: Non Exempt (Hourly)	Ministry Hours: 25 hours (12 months)
Reports to: Family Ministries Director	Department: Ministerial Staff	Employment Status: Part-Time
Supervisory Responsibilities: Yes Level: S2 PT	Location: Rich Fork Baptist Church, Thomasville, NC	Date Created/Last Evaluated: 3/17/2025
<p><i>Objective</i></p> <p>The Preschool Ministry Coordinator is responsible for executing the vision for preschool ministry (birth through pre-school) and collaborating with the Family Ministry Director to integrate family-oriented discipleship and parenting initiatives, managing programs, recruiting and training volunteers, and creating a safe, nurturing, and engaging environment for children to grow spiritually.</p>		
<p>Qualification Requirements</p> <p>To perform this job successfully, the Preschool Ministry Coordinator must follow the vision and leadership of the Family Ministries Director and implement curriculum, programming, and budgets while managing volunteers for the Preschool Ministry.</p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> ● Follower of Jesus Christ ● A strong personal faith and commitment to serving God with the ability to model this to others ● High School Diploma or General Education Degree (GED), or the equivalent combination of education and experience ● 1+ years experience working with babies and/or children, preferably in an educational or ministry setting ● Ability to communicate a passion for children, families and volunteers ● Ability to understand and teach early childhood curriculum ● Ability to recruit, develop, coach, and lead a high energy team of volunteers ● Excellent organizational and time management skills ● Excellent communication skills ● Proficient in basic computer skills 		
<p>Preferred Qualifications</p> <ul style="list-style-type: none"> ● Early Childhood Education Certificate or Degree or other relevant Post-secondary degree ● 3+ years experience working with babies and/or children, preferably in an educational or ministry setting ● Experience in leading children's ministry programs is preferred ● Previous children's or family ministry experience will also be considered 		
<p>Core Competencies:</p> <ul style="list-style-type: none"> ● Spiritual Maturity ● Servant Leadership ● Trustworthy ● Integrity ● Effective shepherd and disciple maker ● Evangelism ● Recruit, teach and train volunteers ● Team-focused collaborator ● Effective communicator ● Flexible and adaptable to change with a joyful heart 		
<p>Essential</p> <ul style="list-style-type: none"> ● Oversee Children's Ministries (birth to preschool), enacting and enabling the vision to support Christ-Centered homes ● Coordinate with Family Ministry Director for planning and establishing ministry goals ● Implement curriculum selected by Family Ministry Director ● Recruit, train, and supervise volunteers for preschool ministries (including, but not limited to, Sunday morning classes and special programs) ● Maintain policy concerning preschool safety (request background checks, work with security team, monitor check-in/check-out procedures) ● Create and maintain a budget for preschool ministry ● Foster relationships with children and families, providing resources to support their spiritual journey ● Prepare and distribute lessons and materials to volunteers ● Participate in and promote the overall church calendar and seek to add to the health of a growing church with Christ-centered families ● Equip parents for leading Godly families by teaching classes/seminars, holding events, and providing resources ● Understand and oversee the vision for spiritual development from birth to Kindergarten of all children/students and facilitate the transition of preschoolers to Children's Ministries ● Care for volunteers through appreciation events 		

- Plan for events such as Family Commissioning, etc., Vacation Bible School, holiday programs or parent-child activities
- Communicate updates and info to parents of by newsletters and email

Spiritual Development

- Must be a committed, practicing, born-again Christian
- Has a heart for God-centered worship
- Exhibits the fruit of the Spirit (Galatians 5)
- Demonstrates Godly character personally and professionally
- Exhibits servant leadership
- Practice and teach personal evangelism
- Lives a faithful commitment to prayer and the Word
- Must demonstrate Godly character, personally and professionally

Supervisory Responsibilities

- Recruit, train, and lead volunteers in the preschool ministry
- Oversee that cleaning and sanitizing measures happen weekly by volunteers

Staff Church Relationships

- Promote, support, and abide by Rich Fork Personnel Handbook
- Develop and maintain relationship with church members and staff
- Attend weekly staff meetings
- Maintain up to date emails and calendar
- Make regular hospital and ministry visits
- Attend a worship service each Sunday
- Quarterly planning session with preaching pastor(s)
- Gain understanding of Planning Center Database and Ministry Software

Training

- Attend training as needed for continued growth and development as related to curriculum, programming, discipleship

Physical Demands

The Physical Requirements: Vision, hearing, speech, dexterity, and visual concentration are necessary. This position requires the ability to stand, walk, sit, and use hands and fingers; the ability to work (on campus) the hours and days required to complete the essential functions of the position, as scheduled; and the ability to lift 40 lbs. A valid driver's license is required.

Cognitive Requirements: Learning, thinking, concentration, composure, and the ability to work in a multiple-relationship environment are necessary. This position requires the ability to work as a member of a team and interact effectively with co-workers and church members; and exercise self-control and diplomacy in member and employee relations situations. The ability to exercise discretion as well as appropriate judgment are necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Conditions

A majority of the day-to-day activities of this position are worked inside a climate-controlled office and worship facilities. Limited travel is expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.