



POSITION DESCRIPTION: Preschool Coordinator

PRIMARY PURPOSE & FUNCTION

Equip God's people to do His work and build up the church in the lives of preschool aged children.

KEY RESPONSIBILITIES

Focus and Function:

- Oversee all major elements of Zoo Live Sunday mornings.
- Recruit, equip, and encourage all levels of teaching within the Preschool Ministry.
- Intentionally build relationships with preschoolers and their families.
- Create and maintain safe and welcoming environments for all guests, preschoolers, and their families.
- Other duties as assigned by Children's Minister.

General Expectations

- A teachable, and an enthusiastic learner.
- Maintains flexible working hours as determined by the needs of the ministry.
- Self-starter needing minimal supervision.
- Aligned with organizational vision, goals, values, and policies.

PERSONAL QUALIFICATIONS

Character Traits

- Spends time in prayer and Bible study on a daily basis.
- A positive disposition and an energy giver.
- Caring heart and commitment to help heal those who are hurting and broken.
- Strong servant leader.

KNOWLEDGE & COMPETENCY REQUIREMENTS

- A champion of the church staff culture
- Detail oriented and organized
- Flexible and work under pressure
- Team player
- Possesses strong oral communication skills

POSITION DETAILS

Payroll Status: Non-exempt
Classification: Part-Time
Schedule: 10 hours per week
(15+ hours per week during special events)

REPORTS TO

Children's Minister

CONSULTS WITH

Children's Minister
Children's Admin Asst

TEAM LEADER

Children's Minister

EDUCATION REQUIREMENTS

Bachelor's degree (Experience may be substituted for a formal degree)

STAFF CATEGORY

Program Staff

Interested candidates please submit your applicant package including a cover letter and resume to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.

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