

Faithbridge Church



POSITION DESCRIPTION

Position Assignment:

- **Title:** Preschool Coordinator
- **Staff Grade:** Full-time (30-35 HPW), Hourly, Non-Exempt
- **Accountability:** Reports to the Lead Kids Ministry Director
- **Ministry/Dept.:** Kids Ministry

Purpose: The Preschool Coordinator is part of a team that provides ministry to families and children both online and in person.

Duties & Responsibilities:

1. Help recruit, discover, train, schedule and support the people who serve the kids.
2. Serve as a leader in Kids Ministry supporting all existing and upcoming kids ministry events.
3. Help plan Kids Ministry online and in person curriculum and content.
4. Help plan and execute Special Events including The Table, Fajitas and Faithbridge, Membership Celebrations, etc.
5. Assist with Kids Ministry event planning- including but not limited to Candypalooza, VBS, baptism celebrations, training events.
6. Assist in creation of and preparation of training materials for volunteers.
7. Support and participate in all church wide events such as Candypalooza, VBS, Christmas Eve, Easter and other events which may be added in the future.
8. Assist with Kids Ministry event planning- including but not limited to Candypalooza, VBS, baptism celebrations, training events
9. Be on-site for the majority of Sunday services
10. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor

Organization Relationship:

This position shall be directly accountable to the Lead Kids Ministry Director or his/her designee and through the Pastor of Business and Stewardship and Next Gen Ministries. This position will have contact with church attendees, paid staff, and with outside vendors.

Working Conditions:

This is an hourly and full-time position (approximately 30-35 hours per week), with a regular weekly in-person schedule determined by the Lead Kids Ministry Director, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter. Work may be done off-campus for scheduling and preparation, and on-campus during Sunday service times or when events take place.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name