

JOB DESCRIPTION

Preschool Coordinator

DEFINITION

A Preschool Coordinator is one who oversees one of the preschool departments on Sunday morning. (Nursery-Kindergarten)

PURPOSE

To facilitate the functioning of the department to its highest God-pleasing potential.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Director of Preschool Ministries.

TERM OF SERVICE

One Year

SPECIFIC RESPONSIBILITIES

1. Pray regularly for your staff, their families and the children.
2. Serve on the Children's Ministry Leadership Team.
3. Recruit team members with the help and approval of the Director of Preschool Ministries.
4. Ensure each recruit has completed screening prior to serving.
5. Lead your staff:
 - Lead the Fall Orientation to train your staff.
 - Keep in contact with team members to determine needs, share successes, keep the flow of communication open, anticipate problems, and boost morale.
 - Be available on Sunday mornings for the needs of your staff and department.
 - Oversee curriculum use to its full potential.
 - Follow through with people who are late or do not show for their scheduled time of service.
6. Be present 20 minutes early and check on the status of your department before each service.
7. Attend any meetings scheduled by the Director of Preschool Ministries.
8. Evaluate and maintain room organization and supplies monthly.
9. Organize and guide a thorough room cleaning and sterilization of the classrooms:
 - Nursery through 2's: every 4 months
 - 3-K: every 6 months
10. Ensure guidelines of the Protection Policy are being followed.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Fully accept the FBCG and CM vision and mission statements.
4. Possess a love for infants.
5. Possess people management skills.
6. Meet the screening requirements.

