

Individual:

FLSA Classification:

Accountable to: Kielyn Smith, Children's Director

Works with: Children's Ministry Team and Family Ministry Team

Work schedule: 15 Hours Per Week. **Required Times (10 ¼ hours):**

Tuesday: 8:30 a.m. – 12:00 p.m.

Saturday: 4:00 pm – 6:30 p.m.

Sunday: 8:15 a.m. – 12:30 p.m.

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: To focus their time and energy on children, 3 years through pre-k in our Preschool (Base Camp) Ministry Program at Fellowship Bible Church, leading and supporting volunteers and partnering with parents as well as assist with the planning and implementation of events for our growing children's ministry.

Essential Functions:

Core

- Recruits, trains, and supports volunteers in the Preschool Ministry program.
- Oversees weekend services, ensuring that proper procedures for welcoming, ministering, and supervising kids are followed.
- Assists ministry efforts to reach and disciple Preschool aged children at their developmental stage.
- Coordinate leaders to meet the needs of children ages 3 years – 5 years.
- Volunteer Management – recruiting, and scheduling volunteers, communicate with and provide support. Trains volunteers on engaging children and the use of curriculum for Preschool aged children.
- Supplies – Maintaining inventory of equipment, ensuring age appropriate toys and activities are available for each stage of development in the Preschool classrooms.
- Works with Children's Director to coordinate the transition of children into the K-4 program is smooth and enjoyable.
- Helps plan and implement all church events where preschool children are present, such as:
 - Junior Super Kids Super Kamp (preschool half day camp)
 - Annual Easter Egg Hunt
 - Family Fun Nights: These are events for the entire family with their children.
- Communicate with Family Ministry Administrative Assistant for needs in Church Community Builder for child check-in for weekend ministry.
- Communicate and work with Facilities and Tech Arts to accomplish the vision and arrangements for space, promotions, flyers, brochures, signs, etc.

Weekend Responsibilities:

- Be a point of contact for children, parents and volunteers for Preschool ministry as well as assist the Children's Director when needs arise.
- Recruits volunteers to serve during the weekend.
- 42 Weekends each year.
- Communicate with Security and Facilities needs during services.

Other Weekly Responsibilities:

- Attend weekly all-staff meeting
- Regular meetings with Children's Director
- Regular Meetings with Family Ministry Worship Coordinator, Associate Tech Director, and Children's Director.

Qualifications, Skills, and Abilities:

- Passionate and enthusiastic to see children transformed by Jesus.
- Required to exercise initiative, creativity and sound judgment without close supervision.
- Ability to prioritize and manage work to effectively and efficiently accomplishing tasks with excellence.
- Commit to personal growth.
- A commitment to the local church expressed through involvement.
- Reliable and self-motivated.
- Able to adapt to growth and change.
- Has a desire to build teams and relationships with children, parents, and volunteers.
- Is a team player and exhibits this by having cooperative, healthy and motivating relationships with others.
- Exhibits integrity and honesty.
- Exhibits professionalism, demonstrated by: a conscientious work ethic, appropriate speech and dress, and be willing and able to work at a fast pace with composure and flexibility.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on projects.
- Read documents and work for extended periods of time on the computer.

Work Environment:

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of involvement.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor and/or church leadership.



**Children's Ministry
Preschool Coordinator**
Job Description

In accordance with the Americans with Disabilities Act, it is possible these requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. As a part-time position, no benefits (vacation, paid sick leave, holiday pay, health insurance, etc.) are available. Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any and all reasons not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name