

# Preschool Coordinator

## Job Description

### Position Overview

The Preschool Coordinator is a part time position, eligible for 12 hours per week, who is responsible for leading and developing the preschool ministry, creating a safe, nurturing, and engaging spiritual environment for children ages 3-5 years old. This role is critical in supporting families and providing a strong foundation for early childhood spiritual development.

### Key Responsibilities

#### 1. Ministry Leadership

- Recruit, support and schedule volunteer small group leaders
- Create a welcoming environment for children and their families
- Ensure adherence to child safety policies

#### 2. Curriculum Implementation

- Implement an established comprehensive curriculum for preschool-aged children, to develop an authentic faith
- Create engaging worship and learning experiences tailored to preschoolers
- Collaborate with the kids ministry team, to develop intentional ministry plans that align with overall church mission
- Incorporate interactive learning methods suitable for young children

#### 3. Technological Integration

- Demonstrate proficiency in digital communication
- Utilize church management software for volunteer scheduling, check-in systems, and family communications
- Use software for technology components of lessons

#### 4. Volunteer Management

- Recruit passionate volunteers who love working with young children
- Provide ongoing intentional support for volunteer teams
- Develop a robust volunteer scheduling and communication plan

#### 5. Child Safety and Care

- Maintain strict adherence to child protection policies
- Implement check-in and check-out procedures
- Ensure classroom environments are clean, safe, and age-appropriate
- Implement emergency protocols and routinely train volunteers in safety procedures

#### 6. Event Coordination

- Lead and support large-scale children's ministry events, such as VBS
- Serve as a key coordinator for preschool VBS planning and execution
- Responsibilities include:
  - \* Implement preschool VBS curriculum and activities
  - \* Recruit and train volunteer teams specific to preschool areas
  - \* Create detailed schedules and rotation plans for preschool participants

- \* Ensure safe, engaging, and developmentally appropriate VBS experiences
- Plan and implement additional seasonal events such as:
  - \* Christmas programs
  - \* Easter celebrations
  - \* Summer ministry activities
  - \* Family nights
  - \* Outreach events for preschool-aged children and their families
- Create post-event evaluation reports and continuous improvement strategies

### **Qualifications**

- Follower of Jesus and commitment to HPCC's mission, values and theological beliefs
- Minimum of 2-3 years experience working with preschool-aged children
- Strong understanding of child development principles
- Excellent communication and interpersonal skills
- Passion for children's spiritual growth
- Technological skills, including:
  - \* Proficiency in Google Workspace
  - \* Comfort with digital communication tools

### **Physical Requirements**

- Ability to lift up to 30 pounds
- Comfortable sitting and standing for extended periods
- Capable of engaging in active play with children
- Comfortable working with digital devices and technology

### **Telework eligibility**

- 12 hours weekly
- Telework eligible; up to 30%
- In-person requirements:
  - \* Sundays: 7:30am-12:00pm
  - \* Wednesdays thru the school year: 5:00pm-8:00pm
  - \* VBS week: Typically 22 hours total
  - \* Kids Ministry events throughout the year; preplanned as a team

### **How to Apply**

Interested candidates should submit:

- Resume to [chendricks@hpcc.cc](mailto:chendricks@hpcc.cc)

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