



Kids Coordinator
Preschool
Part-time, 20 hrs, non-exempt
Department: Next Gen, Kids, SLP
Reports to: Kids Pastor, SLP

The Kids Coordinator, Preschool supports the mission of Emmanuel Christian Center by overseeing all aspects of the Preschool ministry with direct oversight at the Spring Lake Park location. The ideal candidate will have a heart for Emmanuel, understanding the vision and mission. In addition, this individual should possess a passion for people along with high-capacity organizational skills. This is a part-time position that reports directly to the Spring Lake Park Kids Pastor.

Requirements

- Passion for seeing children grow in their relationship with God.
- Experience with Preschool aged children.
- Be a positive, high-energy person with great relational skills.
- Experience building and leading teams of volunteers.
- Be a flexible and teachable team player.
- Ability to give and receive constructive feedback.
- Effective communication skills with adults and children.
- Be able to problem solve and think strategically.
- Ability to supervise and perform detailed work, specific to department with minimal supervision within assigned deadlines.
- Must have proficient computer skills.
- Must be able to handle confidential matters/material with excellence.
- Candidate must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.
- Must agree and adhere to the Emmanuel Employee Christian Code of Conduct Agreement.

Responsibilities

- Building volunteer teams and developing volunteer teams.
- Leading engaging volunteer team meetings and huddles.
- Oversee weekly services on Wednesday and Sunday at Spring Lake Park location.
- Oversee special events at Spring Lake Park location.
- Plan and prepare for weekly, age-appropriate ministry.
- Use MyEmmanuel to manage/schedule Emmanuel Kids team members.
- Build relationships and communicate on a regular basis with team and families.
- Be available to support and assist other locations regarding curriculum, supplies, policies, and procedures.
- Manage budget and supplies.
- Ensure rooms are clean, organized, and inviting.
- Attend department meetings as needed.

I have read and I understand the duties and responsibilities of this position.

Signature _____ Date _____