



FIRST FREE
CHURCH

Preschool Coordinator

Job Description

Summary

The Preschool Coordinator's primary responsibility is overseeing ministry to children from age 2 through Kindergarten as part of the Kid Connection (KC) ministry. This includes:

- Casting vision for Preschool Ministry in coordination with the KC Team Leader and Senior Pastor.
- Recruiting and developing ministry volunteers and volunteer leaders.
- Spending time working on ministry improvement and equipping volunteers to accomplish routine ministry tasks and oversee regular operations.
- Working with the rest of the KC Staff Team on ministry-wide events and initiatives.

Structure

This position is a part-time, hourly (non-exempt) position of approximately 15 hours per week. The Preschool Coordinator is part of the KC Staff Team and reports directly to the KC Team Leader.

Responsibilities

- Recruit and train volunteers and volunteer leaders for the Preschool Ministry.
- Develop volunteers using Leadership Pipeline principles (coaching provided).
- Work with the KC Staff Team to provide training and support for parents.
- Work with the KC Staff Team Lead to select curriculum for the Preschool Ministry.
- Establish and maintain appropriate health and safety procedures in the Preschool Ministry.
- Follow and enforce First Free Church's policies and procedures.
- Meet regularly with the KC Team Leader to discuss ministry health, staff expectations, and planning.
- Attend ongoing Kid Connection meetings and training when necessary.
- Take training in First Aid and CPR for certification.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- Loves working with adult and teenage volunteers and seeing them use their gifting to minister effectively.
- Understands the value of children's ministry and partnering with parents to disciple children.
- Able to recruit, train, and develop volunteer and leadership teams.
- A team player with a positive attitude who thrives in a collaborative environment.
- Has a teachable heart and cooperative spirit.
- Maintains a professional demeanor in conduct with staff and volunteers.

Minimum Qualifications

- Excellent communication skills.
- Committed to serve on two Sunday mornings a month and at special events as needed.
- Complies with a background check.
- Proficient with email and Google Docs.