



Pre-K Fours Coordinator

CHILDHOOD

PART TIME

The Pre-K Fours Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry.

RESPONSIBILITIES

- › Recruit, schedule, train, develop and care for volunteers on teams in age-level classes for Sunday during the 9:30 and 11:00 service times and for Wednesday night Midweek offerings. (In addition, coordinate volunteers serving in 8-10 classes during VBS) Note: The Kindergarten coordinator will provide supervision of classrooms and volunteers and be the staff person on the hall checking on the Pre-K Fours classes during the 11:00 worship hour, so that the Pre-K Fours Coordinator can attend Lifegroup or Worship.
- › Manages class assignments, rolls, rosters, contacts, etc. for Pre-K Fours regular offerings. Ensures data is correct and accurate for volunteers/group participants and ensures adherence to Ministry Platform policy and procedures.
- › Prepares and organizes weekly curriculum, teaching materials, and activity supplies for Pre-K Fours classes, ensuring all resources are ready for volunteer implementation during both the Sunday LifeGroup and Worship hours and Wednesday night Midweek Kids programming.
- › Responsible for the upkeep of digital storage for all curriculum, printable materials, and volunteer scheduling efforts to the appropriate folder on BHBC Kids Teams.
- › Must remain on church property during all scheduled hours (with opportunity to attend 11:00 worship or LifeGroup), be physically present on the children's hall during 9:30 LifeGroups and Wednesday night Midweek Kids, remain on call for ministry needs when not directly supervising, and stay until all children are picked up. Provide backup coverage, as needed, for the Kindergarten Coordinator.
- › Work closely with the Child Protection coordinator to ensure volunteers are screened, trained, and equipped for service. Assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks and serve as their advocate.
- › Work closely with the childhood staff team toward volunteer care efforts to ensure consistency.

QUALIFICATIONS

Detail-Oriented

- › They must be efficient in managing projects details and must demonstrate meticulous attention to detail.

Organized

- › Must possess strong interpersonal, organizational, and motivational skills. They should be a self-starter, emotionally intelligent, and humble.
- › The ability to handle multiple tasks and projects simultaneously

Collaborative

- › Work closely with the Childhood Director to ensure cohesive ministry relationships and operations.
- › Works earnestly with the Director of Childhood Ministries and BHBC Kids leadership toward execution of global efforts and all events coordinated by Childhood Ministries.

Communicator

- › Must be equipped with a working knowledge of resource management and communication.

Experienced

- › Must have experience (or demonstrated ability) using Microsoft Office and possess outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player.