

PRESCHOOL ASSOCIATE



Department: Next Gen

Reports To: Children's Pastor / Next Gen Pastor

Work Hours: FULL TIME (30+ hours/week)

Description //

Our Preschool Associate serves as a vital part of the Next Gen Ministry team. Together, we are helping to shape and grow the youngest of our church family in a Christ-centered and loving environment! They will be responsible for overseeing and leading key aspects of our growing preschool ministry. This includes creating a welcoming and engaging environment for preschoolers, aligning an age-appropriate curriculum, recruiting/training volunteers, and partnering with parents to help nurture young children's spiritual growth. This role will help cultivate a Christ-centered, safe, and fun ministry that equips preschoolers to experience the love of God and begin their faith journey in a meaningful way.

Principal Duties and Responsibilities //

- **Ministry Oversight:** Oversee the day-to-day operations of the Preschool Ministry, ensuring an organized, secure, and engaging environment for children (birth through pre-kindergarten).
- **Curriculum Development:** Collaborate with the Children's Pastor to implement or create an age-appropriate, Christ-centered curriculum that fosters the spiritual, emotional, and social development of preschoolers.
- **Volunteer Recruitment & Training:** Recruit, train, and equip a team of dedicated volunteers, providing leadership, encouragement, and guidance as they serve in the preschool ministry.
- **Event Planning:** Organize and execute Preschool Ministry events such as family outreach opportunities, VBS (Vacation Bible School), and seasonal programs.
- **Parent Partnership:** Develop strong relationships with parents, providing resources and support to help them disciple their children at home while maintaining clear communication channels regarding preschool ministry activities.
- **Safety and Security:** Ensure that all safety and security protocols are followed, including volunteer background checks, check-in/check-out procedures, and compliance with church policies.
- **Collaboration:** Work closely with the Children's Pastor and Next Gen Pastor to align Preschool Ministry goals with the broader vision of the next-generation ministries.
- **Budget Management:** Assist in managing the Preschool Ministry budget, making wise financial decisions for supplies, curriculum, and events.
- **Spiritual Leadership:** Pray for the preschool children, volunteers, and their families regularly, encouraging spiritual growth among all who are involved in the ministry.



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Knowledge, Skills, and Abilities //

- **Knowledge of Early Childhood Development:** A strong understanding of preschool-aged children's developmental needs and the ability to apply this knowledge to both curriculum and ministry strategies. Experience working directly with children.
- **Passion for Ministry:** A heart for children's ministry and a desire to see preschoolers begin their walk with Christ in a nurturing and supportive environment.
- **Leadership Skills:** Strong leadership abilities, capable of inspiring, training, and organizing volunteers and working effectively under the supervision of the Children's Pastor and Next Gen Pastor.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to interact professionally and compassionately with children, parents, volunteers, and church staff.
- **Organizational Skills:** The ability to plan, execute, and manage multiple activities and events while maintaining attention to detail and ensuring all tasks are completed on time.
- **Creativity:** The ability to create fun, engaging, and educational activities that help preschoolers learn about Jesus in a meaningful way.
- **Problem-Solving:** Proactive in addressing challenges and finding solutions to improve the effectiveness of the preschool ministry.
- **Teamwork and Collaboration:** A team player with a collaborative mindset and willing to work closely with other ministries to achieve church mission and vision.
- **Spiritual Maturity:** A growing relationship with Jesus Christ and a commitment to modeling Christ-like behavior in all aspects of life and ministry.
- **Technical Abilities:** Proficiency in basic technology/software, social media, and church management systems for communication and scheduling purposes.

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Disclaimer //

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

