

# LAFAYETTE CAMPUS PRESCHOOL MINISTRY STAFF

REPORTS TO: LAFAYETTE PRESCHOOL DIRECTOR//LAFAYETTE KIDS MINISTRY DIRECTOR  
WORKS CLOSELY WITH: KIDS MINISTRY STAFF//CURRICULUM DIRECTOR  
PROVIDES OVERSIGHT TO: LAFAYETTE PRESCHOOL VOLUNTEER TEAM  
CLASSIFICATION: PART-TIME// HOURLY \$20//APPROX 20 NOT TO EXCEED 25 HOURS PER WEEK//MON-TUES 9A-2P, SAT 3P-7P, SUN 7A-1P//4 WEEKEND DAYS OFF PER MONTH//HOURS INCLUDE WEEKEND, HOLIDAY AND EVENING HOURS

The Lafayette Campus Preschool Staff is a part-time position, which is responsible for supporting the vision, development, and execution of the preschool ministry (ages 3-year-old-kindergarten). This role will also play a part in the development and execution of broader kid's ministry initiatives at Flatirons Community Church.

## PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

## PROFESSIONAL QUALIFICATIONS:

- Passionate about kids and their families.
- Experience recruiting, developing, and leading volunteers.
- Superior communication skills, written and verbal.
- Self-motivated, with excellent organizational and time management skills.
- Ability to develop, equip, and mobilize volunteers.
- Previous volunteer experience in Flatirons kids' ministry preferred.

## PRIMARY RESPONSIBILITIES:

- Assists all aspects of the Lafayette Preschool experience.
- Recruits, trains, leads, equips, develops and motivates volunteers.
- Assists with volunteer scheduling.
- Builds relationships with volunteers--provides care, support, development opportunities, and relational equity
- Assists with oversight of volunteer databases to ensure that information is up to date and relevant.
- Assists with administrative tasks and needs of the ministry - credit card reports, emails, communication with parents, tracking attendance, etc.
- Collaborates with cross-campus Kids Ministry peers in shared initiatives.
- Connects parents with family ministry resources as needed.

## BENEFIT INFORMATION:

- Pay range: ~\$20/Hour ~ 25 hours per week not to exceed 29 hours per week.
- An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- 403(b) retirement plan with a matching contribution of up to 10%.
- Discount on Tuition at Flatirons Academy.

