



Position Title: PreK-K Coordinator

Position Summary

The PreK-K Coordinator is on the Early Childhood Ministry leadership team and is responsible for equipping the PreK-K teams through weekly Sunday preparations and other ministry requirements necessary for pointing families to Jesus.

Key Roles and Responsibilities

Team/Self

- Pray with and for the Early Childhood ministry teams, classes, and families
- Attend weekly staff prayer and any applicable training sessions
- See that classrooms are ready for Sunday morning service and in order after services
- Demonstrate a commitment to disciple others in their relationship with God and His people
- Assist in monthly curriculum & theme planning and execution
- Commit to personal time with God every day to pursue a heart like Jesus and to ongoing spiritual, personal, and professional growth

Volunteers

- Assist in recruiting, onboarding, and training
- Create and maintain volunteer profiles in Planning Center (PCO)
- Manage PreK-K workflow to ensure a supported on-boarding process is fulfilled
- Encourage connections and team unity among volunteers
- Schedule teams in PCO for PreK & Kinder classes, adjusting and substitutions as needed
- Send monthly schedules and weekly reminders to communicate Sunday lesson instructions and helpful resources

Parents/Families/Children

- Lead and/or assist with milestone events with the PreK-K scope and engage in other EC events
- Advocate for additional ministry groups that associate with our Early Childhood families
- Help teams embrace the physical and spiritual needs of children in safe, loving, impactful environments

- Create a welcoming presence in the Early Childhood ministry that fosters relationships with new and existing families

Success Outcomes

- Healthy, engaged, returning volunteers
- Interactive, engaging, and prayerful classroom and small group time
- Parents and children feel safe, known, and loved
- Children “graduating” from EC know and can share basic truths of biblical teachings

Staff Expectations

- Aligned with the mission of WoodsEdge, this person seeks to love Jesus more, journey together with others in the community, and bring tangible hope to the world
- Maintain a strong working relationship with co-workers by walking in our Holy, Humble, Healthy, and Hungry virtues
- Commit to personal time with God daily to pursue a heart that loves Jesus and ongoing spiritual, personal, and professional growth
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of that faith through actions and lifestyle

Requirements

- Agreement with our Statement of Faith and demonstration of our faith through actions and lifestyle
- Interpersonal skills that enable effective collaboration with other ministry leaders, staff, kids, and parents
- Desire to see children and families falling in love with Jesus and making a difference for the kingdom
- Represent WoodsEdge by following the visions and expectations of the church, prioritizing prayer, praying for top 5 and seeking to make disciples
- Take initiative to ask questions and engage on Early Childhood team
- Computer skills and proficiency using MS Office
- Knowledge of Planning Center is a plus
- HS Diploma or equivalent required, bachelor’s degree preferred
- Prior experience leading teams or working with volunteers, preferred
- Ability to self-start and see projects through completion without much direction
- Strong organizational and administrative abilities
- 3+ years’ experience in church, non-profit, or for-profit business administrative support requiring decision-making, creativity, and a strong work ethic

Performance Measures

- Getting it Done - Ability to perform role & responsibility, work ethic
- Moving the Needle - Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth
- Living it Out - Strong commitment to living out WE mission, vision and Values including prioritized personal time with God
- Building Teams - Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable