

FellowshipKIDS Preschool Coordinator- 1st Service

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: FellowshipKIDS Preschool Coordinator- 1st Service
Reports to: Children's Ministry Nursery/Preschool Coordinator

FLSA Status: Non-Exempt
Department: Children's Ministry

Position Summary:

To support Children's Ministry by providing coordination/direction to FellowshipKIDS volunteers and management of FellowshipKIDS classes to ensure our values of safety, relationship, and gospel are lived out each week during the first service in our Sunday morning programming.

Essential Skills & Experience:

- Proven track record of working well in a team environment.
- Strong written and verbal communication skills.
- Demonstrated ability to multi-task and prioritize workflow.
- Heart for children, their families, and volunteer team members to experience Jesus.

Position Responsibilities:

- Serving as liaison between Children's Ministry leadership and volunteer team members ensuring that information is communicated to the team and any team member needs/issues are communicated to Children's Ministry leadership.
- Mentoring volunteers in preparedness and age-appropriate teaching of God's Word, in creating a welcoming and engaging classroom environment, and in carrying-out best practices within FK.
- Managing the preschool area by initiating communication of Sunday morning concerns or needs within the team with Children's Ministry leadership or other FellowshipKIDS team members as appropriate.
- Maintaining volunteer team schedules, including working with CM leadership to find substitutes and then ensuring volunteer substitutes are clear on policies within preschool to ensure safety protocols are followed.
- Training volunteer team members by attending the three FK volunteer team trainings and following up with those who cannot attend. Distribute materials needed for teachers, including curriculum for each session.
- Ministering to volunteer team by creating and fostering a culture of community and notifying leadership of any needs/ministry opportunities within the 1st Service PS Team
- Maintaining specified classrooms and cabinet space in Preschool. Prepare classrooms as excellent models before the June and August trainings and maintain organization and cleanliness of classrooms and encourage team members to do the same.
- Attend Children's Ministry/FellowshipKIDS Staff Team Meetings/Leadership Events each year.
- Special areas of ministry as assigned.

Markers of an Ideal Candidate:

- A team player who leads with authenticity, patience, and a "people-first" attitude.
- A champion for the purpose of Fellowship Bible Church and where Children's Ministry fits within that purpose.
- One who has a heart to know God more.