

**Job Title: Faith Kids Preschool Coordinator**

**Reports to: Faith Kids Director**

**Classification:** Part-time Non-Exempt (12-15 hours)

**Location:** Dyer

**Supervision Responsibility:** None

This **Faith Kids Preschool Coordinator** will provide leadership in the areas of Faith Kids 3-5 year olds at the Dyer location as it relates to Faith Church and Faith Church ministries. This person will work closely with the Faith Kids Dyer Director & Central 3-5's Director:

This leadership will come from:

- A personal commitment to the Lordship of Jesus Christ.
- A mature faith and steadfast character.
- A reliance on the authority of Scripture and prayer.
- A sense of calling to an "equipping of the saints."

**Core Function:** The **Faith Kids Preschool Coordinator** will live out their discipleship to Jesus Christ by working with the leadership of Faith Church to implement the vision of the church: "Restoring the World One Relationship at a Time."

**Key Roles:**

- Prepare and execute the programs for Faith Kids 3-5's.
- Set up and tear down the kids room for the Sunday program
- Check kids in and make sure props for the Large Group Leaders are available
- Inform Small Group Leaders of pre-story and crafts each week
- Greet parents and reassure children who are anxious to be there
- Recruit and train volunteers for 3-5's Sunday morning program
- Provide weekly communications with our team and volunteers on lesson plans and resources
- Partner with the Faith Kids team in helping engage and equip families through relationship, resources, and events
- Additional duties as assigned

**Competencies:**

- Is supportive to staff members and the church body
- Understands and supports the vision of Faith Church and how the Faith Kids ministry fulfills that vision
- Exhibits a spirit of cooperation, teamwork and teachability
- Possesses knowledge of and/or education of principles and practices of ministering to families and kids
- Experience interacting with kids ages 3-5
- Computer skills

**Experience:** One year of relevant experience is preferred