

Preschool Director Job Description

The Church at Sterchi Hills

Purpose:

To work closely with the Children's Ministry Director to give leadership to the planning and direction of the church's ministry to preschool children from birth through 5 year olds. This ministry is much more than simple childcare, it is about showing the love of Jesus Christ to all people, beginning at the earliest possible age.

This ministry lays a firm foundation of faith in children you are caring for as you hold, cuddle, change, feed, talk to, play with, and plan for them. In a very real sense you, along with their parents, are their first picture of God and His love for them.

Description:

This person will strive to perform the following vital ministry responsibilities:

- Produce and maintain the schedule of volunteers for Preschool Department
- Lead and direct the 8:30 & 10:00 & 6:00 preschool services
- Coordinate with the Children's Director in the scheduling of volunteers for Newborn through five year old classrooms.
- Recruit volunteers - communicate so they know when to serve and give them the resources and support they need.
- Make sure the classrooms are prepared for all services.
- Coordinate resource needs and purchases with Tim Stallings.
- Ensure the classrooms are stocked with essentials.
- Responsible for seeing that the classrooms have been returned to pre-service state for the weekly programs.
- Resolve parental issues whenever possible.
- Coordinate training for the department to include both current and new volunteers.
- Promotion of each individual to the correct class.
- Responsible for the curriculum for Sunday worship.
- Assist in ensuring that policies set forth by the church are carried out as it pertains to Preschool ministry.
- Strive to be in attendance at all regular church services.
- Motivate and encourage workers.
- Assist in preparation & Child Dedication
- Work with technology coordinator to ensure tech support
- Purchase supplies and literature for services
- Assist in VBS planning
- Assist in Fall Festival

- Assist in Easter Eggstreme and Royal Ball
- Assist in Christmas Party and Parents Night Out
- Coordinate with Children's Ministry for Christmas Drama
- Help plan and prepare for family services
- Pray, Pray, Pray.