



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Preschool Coordinator**
Reports to: **Children's Ministry Director**
Position Status: **Full-Time, Non Exempt**

Department : **Children's Ministry**
Effective: **February 2011**
Replaces: **All previous**
Position Number: **RC-10-11**
Posting Date: **February 24, 2011**
1st Closing Date: **March 4, 2011**

Position Summary: The Preschool Coordinator will be responsible for coordinating, planning and the execution of all Children's Ministry Preschool events, activities and services of Rock Kids. This Preschool Coordinator works under the direct supervision of the Children's Ministry Director.

Job Responsibilities and Duties:

1. Responsible for conducting all interviews with potential preschool volunteers to include, scheduling interviews, screening potential volunteers through the interview process and placing those most qualified in a position within the preschool department that best match his/her gifts.
2. Responsible for overseeing the entire operations of the preschool department to include ensuring all necessary supplies have been prepped by the Children's Ministry Preschool Assistant and made available for all classrooms and the computers are ready for ministry use.
3. Maintains safety for Sunday Services by ensuring each classroom is adequately staffed with two adults in every classroom and no adult is left alone with a child. Also maintains radio communication with all Children's Ministry team members during Sunday Services.
4. Responsible for weekly editing of the preschool curriculum to ensure that it is age appropriate and assess overall effectiveness of the materials once implemented.
5. Facilitates prayer and informational meetings thirty minutes before each service with preschool volunteers and follows up with those volunteers who do not show up for this portion of his/her volunteer shift.
6. Provides ongoing training and support to all preschool ministry volunteers by conducting new volunteer orientation, facilitating quarterly trainings and providing feedback through classroom observations.
7. Develops and maintain relationships with preschool volunteers through weekly emails, phone calls and volunteer appreciation events.
8. Responsible for setting up monthly one-on-one meeting with Service Coaches to encourage and assist in the development of his/her leadership skills and growth.
9. Supervises the Children's Ministry Preschool Assistant through the development of professional goals, performance reviews, IOU's and leadership development.
10. Assist the Children's Ministry Director in maintaining the Rock Kids' budget through monthly meetings and submitting all necessary paperwork in a timely manner.
11. Responsible for ensuring personal and professional leadership growth through bi-monthly meetings with the Children's Ministry Director and implementing any new techniques.
12. Responsible for overseeing, planning and organizing special events such as Camp Rock, Toys for Joy and Fall Kick Off.
13. Attends all required staff meetings to include but not limited to, leadership, department and event planning meetings.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Children's Ministry Director.

Job Skills and Requirements:

1. One year experience in a management position (paid or volunteer).
2. Minimum of one year experience in a church preschool children's ministry department.
3. Excellent interpersonal skills with experience in conflict resolution.

4. Excellent verbal and written communication skills. Legible writing skills.
5. Strong organizational skills.
6. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.
7. Intermediate typing skills (40 wpm).
8. Self-motivated and flexible.
9. Ability to work independently and in a team-oriented environment.
10. Ability to recognize and maintain confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.