

## Job Opportunity



## Competitive

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**Position:** Preschool Coordinator (Birth – Age 2)

**Job Vacancy Notice#:** RC-28-08

**Location:** The Rock Church – Children’s Ministry

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Exempt

**Opening Date:** 30 September 2008

**Closing Date:** 6 October 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The Preschool Coordinator oversees all aspects of the Preschool department (birth through age two) staff, curriculum, and facility.

**Qualifications & Requirements:** Place all volunteer staff in classrooms and maintain proper ratios of volunteers. Oversee facilities for cleanliness, safety and supplies. Distribute curriculum to the volunteer staff. Oversee the creating and packaging of all curriculum and activity supplies for Sunday. Perform weekly facility walk-throughs for the preschool department (birth-tuos) Order requested supplies (cleaning and snacks) and distribute them to rooms for Sunday. Recruit and apprentice volunteers to oversee resource room on Sundays. Work with preschool team on planning and facilitating special events and leadership training. Oversee five volunteers during the week to help organize supplies, clean toys and wash laundry.

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 Director of Early Education.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church. Ability to be firm but gracious in dealing with staff and ministry leaders. Strong organizational skills. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint and basic internet usage. Strong typing skills (55 wpm). Ability to work well under short deadlines, juggle multiple priorities recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Ability to work independently or in a team-oriented environment Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of The Rock Church (or willing to transfer membership to The Rock Church).

**Work schedule:** Monday –Thursday: 9:00AM – 5:30PM (including 30 minute lunch), Sunday 7:00AM - 2:00PM, 4:00PM-7:00PM (Schedule is subject to variation due to exempt status and various needs of the department.)

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee’s performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.