



BEECH HAVEN
BAPTIST CHURCH

Beech Haven Baptist Church Preschool Coordinator Job Description

Title: Preschool Coordinator

Reports to: Director of Beech Kids

Hours/Job Classification: Up to 15 hours/week

Job Summary: The Preschool Coordinator plays an important role in helping create a safe, welcoming, and Christ-centered environment where preschoolers and their families feel known, loved, and connected. This role helps shape some of a child's earliest experiences with church while supporting parents, volunteers, and childcare providers through meaningful relationships and consistent care.

Job Qualifications: We are looking for someone who loves Jesus, values the local church, and has a heart for serving young children and families. The ideal candidate is proactive, organized, compassionate, and relational, with the ability to lead and encourage others well. This person should be a team player who thinks ahead, communicates clearly, and helps create a joyful and dependable ministry culture. Candidates must have at least a high school diploma, and a minimum of one year of volunteer or paid experience with preschoolers is preferred.

Job Responsibilities:

Volunteer Recruitment, Training, and Scheduling

- Recruit and train volunteers and childcare workers to care for and help teach the foundational truths of the gospel to preschoolers on Sunday mornings, Wednesday evenings, and other ministry opportunities
- Help cultivate a volunteer culture where team members feel encouraged, supported, and equipped to serve children and families well
- Communicate and confirm schedules with volunteers and childcare workers

Volunteer and Provider Investment

- Build relationships with parents, volunteers, and childcare providers through encouragement, communication, and ongoing support
- Help create an environment where families feel welcomed, cared for, and confident entrusting their children to our preschool ministry

Miscellaneous Responsibilities

- Work in compliance with policies that ensure safety and security for all children
- Work alongside the Children's Ministry Director to continually improve the Preschool Ministry experience for families, volunteers, and providers
- Perform other duties as requested by the Pastor or Children's Ministry Director.