



BEECH HAVEN
BAPTIST CHURCH

Beech Haven Baptist Church Preschool Coordinator Job Description

Title: Preschool Coordinator

Reports to: Children's Ministry Director

Hours/Job Classification: 12-15 hours/week; Part-time B

Job Summary: The Preschool Coordinator cultivates the unwavering hope of Jesus in preschool children, parents, providers, and volunteers.

Job Qualifications: The person in this position must be a committed Christian with references regarding spiritual maturity. They must have at least a high school diploma. A minimum of one year of volunteer or paid experience with preschoolers is preferred. The ideal candidate is a team player who thinks ahead, is detail-oriented, kind, compassionate, and is a role model for parents, providers, and volunteers who care for children.

Job Responsibilities: The following description of job responsibilities reflects the major components and duties of the job and therefore does not describe minor duties or other tasks that may be assigned from time to time.

Volunteer Recruitment, Training, and Scheduling

- a. Recruit, hire, train, and schedule volunteers to care for and teach the foundation of the gospel to preschoolers on Sunday mornings, Wednesday evenings, and other various ministry settings.
- b. Communicate and confirm schedule weekly with volunteers
- c. Be accessible by phone on weekends to handle last-minute callouts and substitutions.

Childcare Provider Recruitment, Training, and Scheduling

- a. Recruit, hire, and train, and schedule childcare providers to care for and teach the foundation of the gospel to preschoolers on Tuesday mornings, special events, and other various ministry settings.
- b. Communicate and confirm schedule weekly with childcare providers

Volunteer and Provider Investment

- a. Provide resources to volunteers and childcare providers that are Biblical and developmentally appropriate for each specific classroom/age group.
- b. Be accessible to parents, providers, and volunteers who will look to this person as a role model not only for parenting and childhood education, but many areas of life.

Miscellaneous Responsibilities

- a. Work in compliance with policies that ensure safety and security for our children.
- b. Facilitate Preschool guest registration on Sunday mornings, Wednesday nights, and other various ministry events.
- c. Work alongside the Children's Ministry Director to improve Preschool Ministry experience for families, volunteers, and childcare providers.
- d. Perform other duties as requested by the Pastor or Children's Ministry Director.