

CARMEL BAPTIST CHURCH

Position Description

Preschool Associate

Ministry Area: Generations Ministry

Reports To: Preschool Minister

Supervises: Preschool Admin, Paid Childcare Coordinator

FLSA: exempt

SUMMARY OF THE BASIC FUNCTION

Is responsible for various aspects of the Preschool Ministry under the direct supervision of the Preschool Minister. Support all programs and ministries for preschoolers, birth through kindergarten. Responsible for helping plan, organize, implement, and coordinate services of the preschool program, exercising judgment and decision-making authority as delegated, including budget, policies, procedures, and supervision of staff and volunteers.

GENERAL QUALIFICATIONS

Education: Bachelor's degree required. Classes related to child development and early childhood education are preferred.

Knowledge: Must understand how preschoolers learn as they grow from infancy through kindergarten. Should be familiar with current trends and developments in Christian education, particularly in the preschool area.

Skills: Must be a leader and problem-solver with the ability to organize/motivate people. Must have good written and verbal communication skills to effectively communicate through various mediums including in-person, electronically, and over the phone. Must be able to engage leaders, preschoolers, and their parents in a winsome manner. Should be organized, creative, a self-starter, and an effective time manager. Must have strong technology and computer skills.

Must be able to identify and meet the needs of each age in the Preschool Ministry, set goals and understand budget needs.

Experience: Must have two years experience in managing people in a leadership role, preferably in a ministry setting.

Physical Demands/Work Environment: Must be able to stand for extended periods of time. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental Requirements: Must possess a positive demeanor. Must have a strong calling to work with preschoolers and their families. Must be able to deal with stressful situations and tolerate frequent disruptions. Must be able to gently command respect from children and maintain discipline in a classroom setting.

SCOPE OF AUTHORITY

Works closely with the Preschool Minister to coordinate and shepherd the PS Ministry. Has authority to enlist volunteers, train them and administer the educational direction for the Preschool Ministry.

ESSENTIAL FUNCTIONS

- Ensure that rooms and materials are prepared, available and ready for use for Sunday mornings and Wednesday night activities.
- Build community and care for the volunteer leadership.
- Prepare and execute lesson planning for Sundays and Wednesdays. Work with the large group leader to coordinate plans and lessons.
- Purchase supplies as needed. Maintain inventory in coordination with WEE School Directors.
- Supervise, equip and support paid Childcare Coordinator.
- Attend ministerial team, generational team, and related team meetings
- Recruit and assist in training Sunday morning and Wednesday night Preschool Ministry volunteers.
- Help oversee and coordinate special events (preschool ministry events, summer programming, parent and leadership training and Milestone events)
- Other duties as assigned.