



River Community Church Job Description

Position/Title	Preschool Ministry Coordinator	Department	Families
Status/Hours	Part-Time		
Reports to	Children's or Family Pastor/Exec Pastor	Updated	February 2024
Direct reports	N/A		

Job summary

Will be responsible for planning, coordinating, overseeing, and evaluating the preschool ministry to children birth through 5 years (having not yet started K5). Will ensure that the preschool ministry is in alignment with the vision of The River Community Church and is consistently providing families with a safe, friendly, fun, biblically sound, and spiritually healthy environment for their children.

Primary responsibilities (will include but not limited to the following)

- Recruit, vet, train, coordinate, and evaluate all Fuse, Jr volunteers to ensure that the men and women who serve are healthy, qualified, committed and fully aware of the expectations and responsibilities of being preschool volunteer.
- See that the preschool facilities are safe, clean, kid friendly, fully stocked with supplies needed to properly operate, and that all equipment is in proper working condition.
- Ensure that the curriculum is being fully implemented and that we are taking advantage of all the resources provided (creative elements, music, videos, social media elements, parent resources, etc.) in order to consistently produce a high quality program with excellence.
- Continually evaluate the preschool program making sure that all safety and security policies are consistently being followed by all volunteers and staff, and that the safety of our children is never compromised.
- Coordinate the schedule of all regular volunteers and maintain an adequate substitute list to ensure that the preschool area is adequately staffed each week.
- Create a contagious volunteer culture by making sure that our volunteers are consistently inspired, equipped and appreciated.
- Assist with the direction of the preschool area of Midweek as needed.
- Coordinate the preschool area for special events (i.e. Easter Jam, Volunteer Banquet , etc.)
- Assist with planning and coordinating summer children's camp/program (WinShape, or other).
- Continually seek to grow both spiritually and professionally.
- Assist in other duties as needed/requested by the Children's or Family Pastor, any member of the Executive team, or other designated staff member.