



REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

Position: East Side Preschool Coordinator

FLSA Status: Non-Exempt

Band: 5

Department: East Side Congregation

Reports to: Ministry Manager, East Side Congregation

Date: September 1, 2016

Work Hours: Part-time (20 hours)

Position Summary

The East Side Pre-School Coordinator supervises and coordinates volunteers, programming and curriculum for the pre-school age group at Redeemer east side. This person will work alongside the Children's Ministry Director to lead a pre-school ministry that is Gospel centered, age appropriate, and fits in with the overall vision of Redeemer Children's Ministry and Redeemer at large.

Job Description

Before Sunday Services

- Work alongside the Administrative Assistant to ensure 4th floor is set up properly.
- Gather all curriculum and supplies and distribute to pre-school classrooms.
- Set up Wonder Worship and prepare for this time.
- Welcome all pre-school volunteers and meet with them before service for devotional and curriculum prep.
- Train all new volunteers.
- Assist the staff in setting up for Discover-9:15

During Sunday Services

- Ensure all pre-school classrooms have the appropriate number of volunteers.
- Welcome all pre-school families.
- Assist in Wonder Worship room
- Observe and evaluate Discover and Wonder Worship on a regular basis and work with the leaders for continued improvement
- Assist in pre-school classes as needed.
- Observe classrooms on regular basis to assess what teachers need extra help, what changes need to be made, and how we can continue to improve our pre-school programming and training of volunteers.

Midweek

- Oversee volunteer recruitment/interviews/screening and place new volunteers in classrooms.
- Directly manage the Preschool Curriculum leader- interviewing/hiring/training
- Ensure all volunteers have the needed curriculum and information for each Sunday.
- Ensure all volunteers are scheduled for each Sunday and all classrooms covered.
- Oversee community building for preschool volunteers
- Work alongside the Children's Ministry Director to develop and oversee all pre-school programming
 - Curriculum
 - Sunday Programming
 - Discover 9:15
 - Pre-School events



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- Work alongside the Children's Ministry team to plan 2 volunteer trainings each year.
- Work alongside the Administrative Assistant to regularly communicate with parents regarding programming, curriculum, and events
- Work alongside Children's Ministry team to lead/assist with children and family events throughout the year.

Qualifications

Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Minimum four--year college degree required. Must be a highly proficient administrator who is detail--oriented. Must also be able to manage multiple projects simultaneously and follow through on details to completion in a timely manner. Must be available on occasional Sundays, weekends and evenings as needed.

Skills & Experiences

Excellent organizational, communication and interpersonal skills. Proficient in MS Office applications (Word, Excel) and online applications (Google calendar, Facebook). Experience in writing or publishing (Adobe InDesign) a plus.