



REDEEMER PRESBYTERIAN CHURCH

Position: Preschool Coordinator

FLSA Status: Non-Exempt

Band: 5

Department: Children's Ministry, East Side

Reports to: Children's Ministry Director, East Side

Hours worked: Part-Time, 20 Hours per week, work on Sundays

Date: December 15, 2018

Position Summary

The East Side Pre-School Coordinator supervises and coordinates volunteers, programming and curriculum for the preschool age group at Redeemer east side. This person will work alongside the Children's Ministry Director to lead a preschool 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 preschool 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 discipleship program

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



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- Work alongside the Children's Ministry Director to develop and oversee all pre-school programming
 - Curriculum planning and prep
 - Sunday Programming
 - Discover 9:15 Discipleship
 - Pre-School events
- 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

- Passion for Redeemer's vision to serve New York City
- Gospel-oriented heart to serve God, families and children in New York City
- Commitment to theology and traditions of reformed faith
- Strong problem solving and decision-making skills
- Excellent communication, customer service and interpersonal skills.
- Strong project management and organizational skills.
- Minimum four year undergraduate degree.
- Experience working with children in an educational or ministry context