

LifeChurch is about LifeChange. We are a contemporary, culturally relevant, and fast growing church that is reaching people from all walks of life who are being transformed by Jesus Christ. Our vision is to be a community where real people can connect with a real God and experience real life. Our mission, based on the Great Commission, is to help people Know Jesus, Grow together in Him & Go serve the world. This forms the basis for everything we do.

Preschool Director Job Description

The Preschool Director is a part of the LifeKids Team and is responsible for the leadership and oversight of the preschool children's ministry (0-4 years age). The director must have a personal relationship with Jesus Christ and a passion for the spiritual development of children through the coordination of weekend programs and special events. In addition, the director must have a gracious spirit and commitment to serving and helping others while leading staff and volunteer teams.

Job Type: Part-Time (20 hours/wk)

Essential Functions:

- Interface with pre-school parents, families, and children to provide a warm and welcoming environment
- Oversee logistics of all services on the weekend to include lesson preparation, registration and check-in, classroom activities, volunteer oversight, communication with parents and families, engaging with children, Infant/Toddler Worship, Preschool Worship, etc.
- Build relationships with preschoolers and families through ministering and providing assistance as needed
- Effectively communicate to volunteers and parents on curriculum, promoting the vision, and upcoming events.
- Recruit, equip, schedule, and empower volunteer preschool ministry team leaders.
- Teach classroom lessons and lead worship as needed.
- Serve as mentor/liaison to LifeChurch MOPS ministry
- Oversee all pre-school volunteer scheduling.
- Create and maintain a safe and welcoming environment for guests, preschoolers, and their families ensuring areas are free of hazards.
- Maintain clean and organized rooms, storage areas, and workspaces in children's areas.
- Maintain volunteer training and safety procedures.
- Plan, order, purchase and stock supplies.
- Help with the planning and execution of special events to include but not limited to the following: Easter Egg Hunt, Vacation Bible School, Fall Kick-Off/Promotions, Trunk or Treat Outreach, Family Missions Event, Christmas Events, Family Events, Baby Dedications, etc.
- Work within the Church Database to assist in assimilation of new families.
- Participate in staff and departmental meetings and one-on-one meetings with LifeKids Director.
- Other related tasks as required.

Personal Qualifications:

- Have a growing relationship with Jesus Christ. Committed to personal growth, servant leadership, personal mentorship, and being one in the spirit with the leadership at LifeChurch.
- Is an energetic, creative, team player who loves kids and feels called to children's ministry vocationally.
- Strong work ethic and desire to lead spiritual transformation.
- Is flexible and able to adapt to changing circumstances and environments as the needs of the ministry change and expand.
- Can demonstrate experience and aptitude in recruiting, training, and supporting coordinators, leaders, and volunteers.
- Excellent communication skills with adults and children.
- Is excited by the opportunity of working in a church that is growing rapidly and desires to see that growth reflected in the children's ministry program.
- College degree preferred.
- 2-4 years experience working with children and volunteers in a church environment.

The Preschool Director reports to the LifeKids Director.