

Associate Director of Children's Ministry

- Position:** Assist Director and Lead Preschool Kindergarten Ministries
- Hours:** Part-time (15-20 hours/week), Hourly (exempt)
- Reports to:** Director of Children's Ministry
- Purpose:** To assist the Dir of Children's ministry and create exciting and engaging experiences for our preschool children and their families.

Duties & Responsibilities
<p>Curriculum Coordination for Preschool</p> <ul style="list-style-type: none"> • Create curriculum unit plan overview for both Sunday & Wednesday • Collaborate with the Dir. of Children's Ministries to create experience alignment for Sunday & Wednesday • Prepare all lessons and videos for both Sunday & Wednesday • Upload weekly lesson plans to Services so the volunteers can access them 14 days in advance • Assure that all copies are printed and all materials for crafts prepared, keeping everything organized and readily available.
<p>Sunday & Wednesday Teaching and Volunteer Oversight</p> <ul style="list-style-type: none"> • Recruit, train, schedule, and mentor volunteers for Sunday & Wednesday • Set up rooms weekly with all supplies needed and ensure TV's are properly set • Clean up and reset rooms weekly and ensure all supplies are properly stored • Oversee Faithland alternating Sundays with Childrens Director • Teach in one of the classrooms on Wednesday nights • Encourage and empower Preschool Kindergarten teachers and fill in when needed • Foster a repetitive learning environment where children come to understand that God Made Them, God Loves Them, and Jesus Wants to be Their Friend Forever
<p>Events & LOC Preschool</p> <ul style="list-style-type: none"> • Work alongside Director to seek opportunities of crossover with the Pre-School • Work alongside Director to create events for children and their parents/families based on current interests and trends • Attend and contribute to events with LOC Preschool (when possible)
<p>Staff Coordination & Collaboration</p> <ul style="list-style-type: none"> • Meet monthly with Director of Children's Ministries & WNL! Kids Club Leader • Meet Quarterly with the Director of the LOC Preschool & (Dir Childrens Min)(Associate Pastor) • Attend staff meetings (All-staff, program staff)
<p>Administrative Responsibilities</p> <ul style="list-style-type: none"> • Buy all supplies needed for Sunday & Wednesday Preschool Kindergarten small group • Manage Preschool Kindergarten Ministries budget, track purchases and submit receipts in a timely fashion • Keep website current with Preschool Kindergarten information by way of Director of Communications

Competencies Required:

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| <ul style="list-style-type: none"> • Willingness to grow spiritually and emotionally • Recruit, Encourage and Motivate volunteers • Communicate effectively to large groups of children and volunteers • Collaboratively work in group settings • Positive relational skills: children, volunteers and staff | <ul style="list-style-type: none"> • Strong organizational skills • Positive role model • Strong organizational skills • Ability to develop and respect boundaries; and uphold confidentiality • Ability to learn and grow in computer skills: Outlook, Teams, Canva, PCO , Mailchimp |
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Working Conditions: Available to work onsite alternating Sunday mornings with Children's Director. Available Wednesday evenings, and other various CM events when needed. Attend worship services 2x's a month when possible.