

Job Position: Preschool-Nursery Coordinator  
2022

Department: Kids Ministry  
Supervisor: Kids Ministry Director  
Commitment: 15 hours per week

Job Purpose: To work closely with the Redeemer Kids Director to oversee the Preschool & Nursery program (ages 6 months - 5 years) and provide assistance in the whole Sunday morning programming.

Time will be split: Five hours on Sunday morning and ten hours during the week.

Oversee the Nursery-Preschool program on Sunday mornings:

- Arrive early (7:15) to ensure the set up is ready to receive children before service begins
- Join Team Huddle meetings (7:45) with Kids Staff to go over agenda for the day and pray
- Connect with volunteers before families arrive to run through the lesson plan and lesson materials
- Greet families and warmly welcome children as they arrive
- Check in with volunteers and Kids Director at the end of each service and follow up on any issues that arose
- Teach classes when needed

Outside of Sunday morning Responsibilities:

- Manage Nursery-Preschool Volunteers
  - Create the volunteer schedule 3 times a year
  - Manage the Nursery-Preschool volunteer schedule and ensure there are enough teachers per Sunday
  - Recruit volunteers for Sunday school classes and nursery
  - Train volunteers to provide high quality care following procedures and policies
- Create age specific lesson plans and send out weekly to volunteers and prepare the lesson activities and crafts so they are ready for Sunday
- Work with the Redeemer Kids Director and other Redeemer Kids staff to plan, prepare, and execute the Sunday morning program
- Attend the weekly Kid's staff meetings
- Be a part of the planning of special events
- Assist with special projects
- Help keep areas clean and organized

Skills/Qualifications

- A growing relationship with Christ
- A deep love of children
- A willingness to be a team player
- An energetic and cooperative spirit
- Good communication skills

- Exceptional moral and ethical character
- A willingness to listen and provide guidance