



Coordinator – Preschool (Two years to PreK)

Part Time: 10-15 hours per week

“I provide a caring environment for our littlest ones so parents can grow spiritually.”

The Preschool Coordinator (ages two to PreK) will work closely with the Kids Director. This person will be responsible for assisting the Kids Director in recruiting, training, appreciating, and supervising the volunteer team for ages two to PreK, and for keeping the preschool classrooms a safe, clean, and welcoming place every week. They love to have fun, play with kids, and effectively network amongst parents and adults. Their hours will be completed both at the church building and at home, which includes availability for weekday meet-ups with other program coordinators.

Summary of Position

- Assist in leading all Sunday and Wednesday programming for the Preschool rooms at Alderwood Community Church.
- Check in weekly with the Kids Director for any current information, issues, or additional assignments.
- Recruit, develop, equip, and appreciate volunteer teams for ages two to five years old.
- Be the “face” of the Preschool area, welcoming in families and providing comfort for new families/parents.
- Ensure safe adult-to-child ratios and full coverage for every service.
- Assist in ensuring that all policies in the Kids Ministry Handbook are being followed.
- Keep the preschool classrooms clean, well-stocked, and welcoming; regularly inspect equipment and spaces for safety.
- Assist with any regular programming and special events as needed.
- Performs other related duties as required. Alderwood Community Church maintains the right to reassign or change duties as needed.

Basic Qualifications

- 1+ years of ministry experience, preferably kids or family ministry.
- Must be a committed follower of Jesus Christ, become a member of Alderwood Community Church, agree with our Mission and Doctrinal Statement, and be willing to promote and support all ministries of the church.

Reporting & Scope

- Reports to the Kids Director.
- Oversees the preschool volunteer team.

Physical Demands

Must be able to lift and/or move up to 25 pounds on a regular basis. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation

- \$20.00-26.00 per hour.