



JOB DESCRIPTION

POSITION TITLE: **Preschool & Kindergarten Ministry Director**

REPORTS TO: Kids Ministry Team Lead or Leadership Team point person

SUMMARY / OBJECTIVE:

The primary responsibility of this position is to lead the children's ministry that reaches and develops children ages birth through Kindergarten towards the overall mission of becoming passionate, devoted followers of Christ. The ideal candidate will possess an understanding of volunteer recruitment and retention, excellent communication skills, a heart for nurturing spiritual growth within children.

ESSENTIAL FUNCTIONS

Sunday Morning Preschool & Kindergarten Wing Management

1. Oversee volunteer staffing for classrooms ages birth – Kindergarten
2. Implement a safe and secure check in system for children
3. Create strong and inviting “first impressions” systems, teams and operations so that visitors are welcomed effectively.
4. Responsible for New Family Registrations, Integration and welcome process in CCB database
5. Develop culturally relevant, loving, transformative environments for each age group. Inspire others towards the vision.
6. Maintain and improve spaces in the preschool classrooms
7. Champion children and families to pastors, staff and congregation at large.

Volunteer Management & Development

1. Lead, supervise, and provide care for classroom teachers/volunteers
2. Identify, recruit and sign up volunteers to serve in classrooms birth – Kindergarten. Organize and communicate regular volunteer schedules.
3. Recruit and screen volunteers in line with child protection policy
4. Train volunteers in their specific role
5. Develop volunteers to be leaders of other volunteers to the extent that they are identifying, recruiting, screening, training and developing others.

Kids Ministry Special Events

1. Plan and Prepare for Child Dedication in November and May
2. Work Collaboratively with the Kids Ministry team for Kids Ministry church/community events throughout the year (Promotion Sunday in August, Nativity in December, Palm Sunday)
3. Recognize Milestone Celebrations & Community Care (gifts, cards, rites of passage)
4. Pitch in as needed
5. Periodically meet one-on-one with Parents or Volunteers as needs arise.



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Staff Team Participation

1. As possible, participate in staff meeting
2. As possible, participate in retreats, conferences and seminars as scheduled

MINISTRY ACCOUNTABILITY AND DEVELOPMENT

1. Develops relationships and implements regular relational connection with the families of Platt Park Church.
2. Recruit & Manage Volunteers
3. Oversee Preschool & Kindergarten Wing safety procedures and protocol
4. Implement regular Volunteer training
5. Follows through on commitments and ensures others do the same.

WHAT SUCCESS LOOKS LIKE

1. The Platt Park Church Preschool & Kindergarten wing is vibrant and thriving; with children safe, happy and secure while they learn and grow.
2. Classroom teachers/volunteers are trained, empowered and equipped to lead and serve with the materials/curriculum they need beforehand.
3. The Preschool & Kindergarten wing has a robust roster of trained volunteers who are scheduled in advance and who are appreciated on a regular basis.
4. Meaningful engagement with families and children, resulting in transformed lives and relationships.
5. New families feel welcomed and safe.

DESIRED CHARACTERISTICS

- A rooted and abiding follower of Jesus whose leadership flows from a life with God, and whose faith is still growing and deepening.
- Deeply aligned with the values of Platt Park Church.
- Longs to see people come to know, love, and follow Christ in the context of real community.
- Genuinely delighted by kids, especially those under five. Patient, playful, and attentive to their hearts and questions.
- Brings training or experience with children, and a heart for creating spaces where they experience belonging and the love of Jesus.
- Compassionate and caring, with a warm presence and a heart for serving others.
- Gifted at equipping and encouraging volunteers, not just managing them.
- A humble, collaborative leader who works well with staff, volunteers, and ministry partners.
- Emotionally intelligent. Listens well, communicates clearly with people from diverse backgrounds, and handles conflict in healthy ways.
- Credible, trustworthy, and teachable.



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- Lives with integrity and discretion, and keeps confidences in sensitive pastoral matters.
- Organized, dependable, and self-motivated, while staying flexible and creative. Keeps a clear focus and vision.
- Sets healthy boundaries. Protects their own relationship with God and doesn't let constant needs take over their life.

REQUIREMENTS

Professional/Education

1. Training or experience with children
2. Strong interpersonal and communication skills, with the ability to empathize, listen, and communicate effectively with individuals from diverse backgrounds.
3. A compassionate and caring demeanor, with a heart for serving and ministering to others; especially children under age 5.
4. Integrity, discretion, and confidentiality in handling sensitive pastoral matters.

Spiritual

1. Must be faithful, growing Christ-follower who is deepening his/her personal relationship with Christ
2. Agree with and abide by the Platt Park Church statement of faith (Apostle's Creed).
3. A passionate desire to see people come to know, love and follow Christ in the context of real community.

Personal

1. High emotional intelligence, skilled in conflict-resolution and healthy communication
2. Self-motivated and managed. Ability to prioritize tasks, set deadlines, and maintain clear focus and vision.
3. Humble, credible, trustworthy, teachable and caring.
4. Strong collaborative leader.
5. Commitment to personal integrity, ethical conduct, and professional excellence.
6. Ability to set boundaries to protect your own personal relationship with God and not let constant needs take over one's own life.

COMPENSATION

Hours: 8 - 10 /week

Salary: Hourly

Benefits: Non-exempt, part-time role, not eligible for benefits