

CARMEL BAPTIST CHURCH

Position Description

Preschool Associate

Ministry Area: Generations Ministry

Reports To: Preschool Minister/WEE School Head of School

Supervises: Preschool Staff **FMLA:** exempt

SUMMARY OF THE BASIC FUNCTION

Oversee and administer all programs and ministries for preschoolers, birth through kindergarten. Responsible to plan, organize, implement, coordinate, and control services of the preschool program, exercising independent judgment and decision-making authority as delegated, including budget, policies, procedures, and supervision of staff and volunteers.

GENERAL QUALIFICATIONS

Education: Bachelor's degree required. Classes related to child development and early childhood education are preferred.

Knowledge: Must understand how preschoolers learn as they grow from infancy through kindergarten. Should be familiar with current trends and developments in Christian education, particularly in the preschool area.

Skills: Must be a leader and problem-solver with the ability to organize/motivate people. Must have strong organizational and communication skills. Should be creative, a self-starter, and an effective time manager. Must have strong technology and computer skills. Must be able to identify and meet the needs of each age in the Preschool Ministry, set goals and establish budget needs.

Experience: Must have a minimum of two years teaching in a classroom, as well as three years in a leadership role, preferably in a Preschool ministry.

Physical Demands/Work Environment: Strong communication skills are essential. Must be able to stand for extended periods of time. The employee is occasionally required to sit; climb or

balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental Requirements: Must possess a positive demeanor. Must have a strong calling to work with preschoolers and their families. Must be able to deal with stressful situations and tolerate frequent disruptions.

SCOPE OF AUTHORITY

Works closely with the Preschool Minister to coordinate and shepherd the PS Ministry. Has authority to enlist volunteers, train them and administer the educational direction for the Preschool Ministry.

ESSENTIAL FUNCTIONS

- Ensure that rooms and materials are prepared, available and ready for use for Sunday mornings and Wednesday night activities.
- Execute and prepare curriculum for Sundays and Wednesdays. Work with the large group leader to coordinate plans and lessons.
- Communicate with parents about events and preschool ministry happenings
- Purchase supplies as needed. Maintain inventory in coordination with WEE School Directors.
- Supervise, equip and support Preschool Coordinators & Childcare Coordinators.
- Attend staff meetings.
- Recruit and train Sunday morning and Wednesday night Preschool Ministry volunteers.
- Prepare and manage Preschool Ministry budget.
- Oversee and coordinate special events (i.e. preschool ministry events, summer programming, parent and leadership training and milestone events).
- Other duties as assigned.