Part-Time Early Childhood Coordinator

Part-Time Position
Department: Preschool

The Preschool Coordinator supports the Mission of Emmanuel Christian Center by overseeing all aspects of the Early Childhood department with direct oversight at the Spring Lake Campus.

The ideal candidate will have a heart for Emmanuel understanding the vision and mission. In addition, this individual should possess a passion for people along with high capacity organizational skills. This is a part-time position that reports directly to the Director of Family Ministries.

ESSENTIAL REQUIREMENTS

- Experience with preschool children.
- Be a positive, high energy person with great relational skills.
- Must have experience in building and leading teams of volunteers.
- Be a flexible and teachable team player.
- Be able to problem solve and think strategically while staying focused on the accomplishment of current departmental priorities.
- Ability to supervise and perform detailed work, specific to department with minimal supervision within assigned deadlines.
- Must have proficient computer skills.
- Must be able to handle confidential matters/material with excellence.

ESSENTIAL RESPONSIBILITIES

- Plan and execute weekly services, Wednesday and Sunday, (Large Group & Connect Groups) at SLP campus.
- Weekly parent, Coach, Connect Group Leader, Large Group Leader communication.
- Communicate and assist other campuses regarding curriculum, supplies and policies.
- Purchase supplies and props for ministry.
- Manage new volunteer training process.
- Attend department meetings.
- Manage budget.

Candidate must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.

I have read and I understand the duties and responsibilities of this position.

Signature_____ Date_____