

RKIDZ PRESCHOOL COORDINATOR

Job Description



Primary Purpose

To lead an environment where children (Preschool - Kindergarten) and their families feel welcomed, loved, and connected. The Preschool Coordinator will schedule, recruit, and train leaders within their environment, set up materials as needed and collaborate with the RKidz Team.

Position Requirements

- College degree preferred, or one to three year's related experience
- Experience leading people and working with children.
- Ability to engage with children in a developmentally appropriate manner
- Strong desire and ability to love and lead volunteers.
- Ability to foster an environment of creativity and excitement
- Basic computer skills
- Knowledge of Pro Presenter, CCB (Church Community Builder), and Mac preferred, but not required
- Professional presence on the phone and in-person
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to work independently, as well as with a team
- Coachable and receives direction well

Position Responsibilities

- Recruit, train, schedule, and foster relationships with volunteer leaders
- Weekly room set up including uploading monthly videos and clean up
- Create welcoming and age-appropriate environments for children ages babies through kindergarten
- Cast vision for the NexGen mission and align events, volunteers, and families to suit
- Empower leaders to have ownership and promote engagement within the ministry
- Create a fun and team driven environment in which leaders love to serve

Ministry Department:

RKidz (Next Gen Ministry)

Reports To:

RKidz Director

Status:

Part Time (25 Hours/week including Sundays)

Revised:

July 2023

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

Position Responsibilities

- Prep for leaders and be hospitable and encouraging to them as they serve
- Collaborate with the RKidz Team to create, set up, and implement curriculum
- Communicate positively with families and/or parents directly regarding issues or accidents
- Maintain supplies and classrooms in a neat and orderly fashion
- Attend necessary team meetings including RKidz, All Staff, NextGen, and Prep & Pray

Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.