



**JOB TITLE:**                      Preschool Coordinator (N)

## **POSITION SUMMARY**

The Preschool Coordinator is responsible for the SV Kids Preschool area of ministry during all weekend services, including but not limited to, production and operations of fun, safe, and relational Large and Small Group environments. This position identifies, recruits, develops and leads a team of volunteers to support the weekend services and other events and activities. In all actions, reflects the SVCC team leadership distinctives.

**This position is 15 hours per week and at the Queen Creek Campus.**

## **ESSENTIAL FUNCTIONS**

1. Provides leadership for the Preschool Team each weekend at each scheduled service and during special events
2. Implements the SV Kids Preschool program and curriculum developed by the Exec Pastor of Next Gen and team in a manner that is age appropriate, fun, safe, engaging and inviting
3. Ensures that rooms are properly set up and equipped for the weekend services and ensures that all supplies are stocked to care for children
4. Equips and trains volunteer leaders to engage children in a variety of activities that are developmentally appropriate and looks out for each child's well being
5. Encourages the Preschool team of leaders through prayer, spiritual direction and development of a fun, creative and relational team environment
6. Participates in Next Gen team meetings, SV Kids staff meetings and other activities and events
7. Coordinates with counterparts at other campuses in executing the vision of SV Kids through strategic planning, implementation and alignment with SV Kids vision and direction, ongoing evaluation of SV Kids environments
8. Stays current with preschool culture and Preschool Ministry trends

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, an/or ability required.

## **MINIMUM QUALIFICATIONS**

High School Diploma or equivalent  
Experienced with The Orange Strategy  
Minimum one year of leadership experience in church setting working with kids and developing volunteers  
Self-motivated, self-directed requiring minimal supervision  
Ability to drive projects and strategies through to completion  
Creativity and problem-solving skills  
Teamwork orientation and ability to motivate others

Effective verbal and written communication skills with both kids and adults  
Strong understanding of the development of preschool age children  
Demonstrates spiritual maturity and character consistent with the Biblical requirements for church leadership  
Agrees and aligns with the vision, values, pathway, leadership distinctives and doctrinal statement of SVCC and mission of the Next Gen Ministry