



**mountain park**  
COMMUNITY CHURCH

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| <b>Position Title</b> | Birth-Preschool Coordinator             |
| <b>Reporting</b>      | Reports to Pastor of Birth to College   |
| <b>Classification</b> | Part-time, 15 hours a week, Paid hourly |

## Position Summary

The Birth-Preschool coordinator is responsible for recruiting, training and scheduling a team of volunteers to implement the Sunday morning and Wednesday night curriculum and childcare programming. They will need to review and refine the curriculum to make it age/class appropriate and equip their volunteer team to teach the lesson. Additionally, they will advocate and organize the classroom spaces (i.e. inspect for dangers or mess, outdated/broken toys, request updates, etc). Weekly meetings with the Children's Ministry coordinating team and office hours are required.

## Essential Duties and Responsibilities

1. Recruit, leads, and evaluate the birth to preschool team
  - a. Recruits volunteers through face-to-face conversations, phone calls and emails to join the birth to preschool team
  - b. Leads their team to work towards the mission of Children's Ministry, embody its values and implement its strategy through training, relational connection and development
  - c. Evaluates the team to determine areas of needed improvement
2. Develop and organize a childcare worker guidebook and trained staff
  - a. Develop and maintain a childcare worker guidebook
  - b. Interview, hire and train paid childcare workers
  - c. Organize and schedule workers
  - d. Develop and implement a performance review system
3. Review and refine the curriculum to make it age/class appropriate
  - a. Review chosen curriculum to make sure activities are age appropriate
  - b. Gather and prepare needed materials
  - c. Communicate the game plan with the team
4. Advocate for and organize the birth through preschool classrooms
  - a. Inspect and report dangers, mess, outdated/broken toys, missing materials
  - b. Keep clean, support and follow organization plan
  - c. Make requests for purchases of new supplies/toys
  - d. Implement new ways to make classrooms fun and inviting
5. Execute additional assignments as needed
  - a. Meet weekly with the Children's Ministry coordinating team and the Pastor of Birth to College
  - b. Keep regular weekly office hours

## Qualifications

1. Required
  - a. High School Diploma
  - b. Proficient computer skills in Apple Software & Microsoft Office Suite
  - c. Highly developed verbal, written and telephone communication skills with the ability to act on both a professional and personal level. Operates well independently with minimal direction/supervision, as well as within a team. Multi-tasking ability and attention to detail is essential
  - d. Ability to learn new software programs quickly
  - e. Proficient in technology including check-in systems, audio/visual equipment and typical office environment applications
2. Preferred Experience
  - a. Bachelor's degree
  - b. Proven experience in ministry with children
  - c. Proven experience in building effective teams
  - d. Proven experience leading large teams of volunteers

## Addendum

1. Additional projects and responsibilities may be necessary as requested by the Senior Pastor
2. Job descriptions at MPCC are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas you may be working in. The reality is that we work as a team and there are numerous other tasks that will require the participation of the person holding this position

## Personal & Spiritual Growth

1. Essential Qualities
  - a. Two words: PASSION and FUN. This person must have a contagious passion for discipling children and the development of families. This person must also have a sense of humor and a strong desire to “enjoy the journey”
  - b. “Kid Magnet” – this person must naturally be drawn to and have the attention of children
  - c. Enthusiasm and joy – a naturally “bright” face and smile
  - d. Emotional and relational intelligence
  - e. Loyalty and dedication to Mountain Park's mission, values and leadership
  - f. Spiritually mature Christian with consistent and long-term track record of Christ-like behavior
  - g. Collaborative team leader who naturally motivates and encourages others
  - h. Embrace and live out the philosophy that parents are the primary disciplers of their children