



Preschool Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Preschool Coordinator

DEPARTMENT: Kids

REPORTS TO: Preschool Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for coordination of preschool ministry during weekend services.

ESSENTIAL SKILLS & EXPERIENCE:

- Humble, teachable, servant's heart
- Proven leader in ministry (volunteer or full time)
- Proven ability to relate directly with preschool kids
- Proven organizational skills; detail oriented, conscientious and thorough

POSITION RESPONSIBILITIES:

- Partner with Preschool Director to coordinate all aspects of preschool ministry during weekend services
 - Scheduling and preparing volunteers
 - Executing curriculum plans
 - Tracking attendance, pastoral care, etc.
- Recruit new leaders and conduct new leader interviews
- Partner with Kids Volunteer Coordinator to oversee placement in volunteer roles
- Invest in volunteers throughout the week for the purposes of value, connection, and equipping (including lunches, emails, phone calls, notes, additional training, etc.)
- Provide support as directed for general Watermark Kids trainings and programs
- Availability (cell phone) after regular work hours to fulfill role duties and requirements. Watermark will reimburse a portion of cell phone expenses
- Relationally engage and share work experience with female participants in the Watermark Institute
- Participate in general Watermark staff required activities (expense reporting, pastor on call, meetings, retreats, Christmas Eve, Easter, other "all hands-on deck" events, etc.)

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for relational ministry to preschool kids
- Ability to build a team of volunteers to care for and lead preschool kids
- Ability to provide administrative support and manage multiple organizational tasks