



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

FLSA STATUS: Exempt

DEPARTMENT: Kids

TIME REQUIREMENTS: Full Time

REPORTS TO: Preschool Director

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:

1. Partner with Preschool Director to coordinate all aspects of preschool ministry during weekend services
 - a. Scheduling and preparing volunteers
 - b. Executing curriculum plans
 - c. Tracking attendance, pastoral care, etc.
2. Recruit new leaders and conduct new leader interviews
3. Partner with Kids Volunteer Coordinator to oversee placement in volunteer roles
4. Invest in volunteers throughout the week for the purposes of value, connection, and equipping (including lunches, emails, phone calls, notes, additional training, etc.)
5. Provide support as directed for general Watermark Kids trainings and programs
6. Availability (cell phone) after regular work hours to fulfill role duties and requirements. Watermark will reimburse a portion of cell phone expenses
7. Relationally engage and share work experience with female participants in the Watermark Institute
8. 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