



## Children's Ministry Preschool Coordinator

Part Time: 25 hours per week  
Weekdays and some weekends

Southview Church is seeking a person with a deep relationship and walk with Jesus that forms and informs all aspects of life and ministry. This person will provide leadership and management responsibility for our Preschool Ministry (Infants to Kindergarten). Our ideal candidate will have a passion to expand, coordinate and support a network of volunteers and grow our weekly attendance in Preschool by creating a safe environment which parents feel comfortable leaving their children in our care. This person will be a team player with a pastor's heart and a deep love for kids, relating well to families of diverse backgrounds, and social groups. We are looking for a person that has a demonstrated capacity to build and release people for ministry and for creating and shaping a discipleship culture. This person will be passionate, self-motivated, and action-oriented with a commitment to creativity and problem-solving and ultimately, Kingdom impact. A key part of this role will be creating an engaging, dynamic environment for children to know God's love in an enjoyable environment.

### Children's Ministry Vision:

*To see Spirit filled parents discipling their children and teaching them in word and action what it means to follow Jesus passionately.*

### Purpose of Position:

To lead and direct the Preschool Ministry (Infants to Kindergarten) at Southview Church.

### Reports to:

Children's Ministry Team Lead

### Provides Leadership to:

Preschool Volunteers and Parents

### Key Ministry Relationships:

- Children's Ministry Team Lead
- Southview Kids Team
- Preschool Key Leaders

### Core Responsibilities:

1. Volunteers in Preschool Ministry
  - Give leadership to the Preschool Ministry, ensuring the vision, discipleship and alignment goals are all met.
  - Recruit, develop, manage, and celebrate volunteers.
  - Work with Children's Ministry Team Lead to develop and train volunteers.



- Give leadership to the Engage program during weekend services.
- Recruit and train weekend supervisors.
- 2. Curriculum and Content in Preschool Ministry
  - Review, edit, and prepare Preschool curriculum, activities, and parent guides (print and digital) that are relevant for all children from 2 years to Kindergarten, which builds and equips children and develops their spiritual growth.
  - Prepare bible stories and activities for nursery room toddlers, that are relevant and build structure.
- 3. Classrooms
  - Keep classroom environments up to date, attractive to parents and engaging to kids.
  - Organize toys, supplies, and equipment within Health protocols, ensuring items are in good condition, cleaned, and used appropriately.
- 4. Other Ministry
  - Oversee Child Dedication class and process.
  - Oversee the set up and running of the Check in process for weekend services.
  - Occasional weekend supervision and classroom teaching.
  - With the Children's Ministry Team Lead, help plan and execute volunteer, children, and family events.

### Key Team Touchpoints

- Reports to the Children's Ministry Team Lead
- Participates in weekly Southview Kids staff meetings.
- Build strong relationship with key preschool leaders.

### Qualifications

- Team player with experience and a heart for working with preschool aged children.
- Demonstrate effectiveness recruiting and leading a team of volunteers.
- Model servant leadership.
- Intermediate computer skills using full MS Office Suite.
- General knowledge of kids needs, ways of developing, and learning styles.

### Application Process:

*Please note that all employees of Southview Church must be fully vaccinated against COVID-19.*

Submit a cover letter and resume by email to:

Michele Black, Executive Assistant to Senior Ministry Leader, Southview Church.

Email: [michele@southviewchurch.com](mailto:michele@southviewchurch.com)

*This posting will remain open until a suitable candidate is found. We thank all applicants for their interest in Southview Church; however, only those candidates who are selected will be contacted.*