



Job Title	<i>Campus Preschool Director - Auburndale</i>
Reports to	<i>Preschool Director and Campus Pastor</i>
Part-Time	<i>10-15 hours per week</i>

Job purpose

The Auburndale Campus Preschool Director is responsible for coordinating our volunteers and overseeing our nursery and preschool ministry. The Campus Director will report directly to the Preschool Director with direction from the Campus Pastor. The mission of Lakes Church is one church, multiple locations on mission to glorify God by staying tethered to Christ through His Word and reaching central Florida with the Gospel by turning members into missionaries. The Campus Preschool Director will be responsible to support the leadership of the Campus Pastor.

Duties and responsibilities

1. Oversee planning, scheduling, and programming for all campus preschool regular and special activities.
2. Help implement our goals for Preschool Ministry by providing a safe secure friendly environment for preschoolers to enable parents to enjoy worship and Bible study with confidence, teaching children that they are a wonderful part of God's plan, and helping children enjoy coming to church and experience the love of God's people.
3. Establish communication and relationships with preschool families.
4. Organize & distribute teaching materials & supplies.
5. Assure safety, cleanliness, appearance, and function of the preschool facility.
6. Assure efficient and effective safety and security procedures are in place and functioning in the preschool department.
7. Complete other tasks as assigned by the Preschool Director and Campus Pastor.

Qualifications

- A mature Christian faith and commitment to the Christian life.
- A servant's heart that loves little ones and has the desire to share the Gospel of Jesus Christ with the world.
- A heart that is in line with the vision of Lakes Church.
- Self-starter mentality.
- Must be (or become) a member of the Lakes Church community.
- Two years of successful volunteer coordination or experience in managing people.
- Strong database & computer, spreadsheets, and word processing experience.
- A passion and enthusiasm to work with volunteers and help them succeed.
- Excellent interpersonal and communication skills.
- Excellent organizational and leadership skills; ability to handle multiple tasks and use independent judgment in prioritizing time and responsibilities.
- A willingness to learn, grow and adjust as the job may require.
- The ability to work independently and as a team member.
- The ability to work a flexible schedule including evenings and weekends.

Direct reports

The Campus Preschool Director works under the supervision of the Preschool Director and the Campus Pastor and is accountable to the Executive Pastor, Associate Pastor, Senior Pastor and the Personnel Committee of this church.

Approved by:	
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Date approved:	
Reviewed:	