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| **Job Title** | *Preschool Director (Downtown)* |
| **Reports to** | *Kids Minister* |
| **Part-time** | *Hourly* |

**Job Overview**

Lakes Church seeks to honor the Lord and fulfill the Great Commission by being One Church in Multiple locations. Our purpose is to glorify God by making Jesus Christ known throughout our community and beyond. The Preschool Director is responsible to minister to children and their families from birth to age four that are a part of Lakes Church Downtown campus. The Preschool Director will also coordinate ministry to Lakes Church Academy preschool students through weekly chapels and other activities. The Preschool Director is a member of the Lakes Church staff, is accountable to the Senior Pastor, abides by Lakes Church theological beliefs as outlined in the Baptist Faith & Message (2000) and adheres to the Lakes Church Statement of Cooperation.

**Vision and leadership responsibilities**

1. Responsible for leading, organizing and facilitating the programs and ministries of the Preschool Ministry based on the mission and vision of Lakes Church.
2. Create a safe, warm, welcoming, Christ-centered environment for children and families to engage in the Preschool Ministry.
3. Recruit, train and equip volunteers to serve in the Preschool Ministry.
4. Provide leadership, organization and training to paid workers within the Preschool Ministry.
5. Communicate with and build relationships with Preschool Ministry families.
6. Ensure that effective communication of the Preschool Ministry vision, programs and protocols are given to Preschool Ministry families, the church, the Academy, and the community.
7. Continually evaluate, monitor and adjust as needed Preschool Ministry programming in order to be a fruitful ministry.
8. Complete other tasks as assigned by the Senior Pastor, the Executive Pastors and Kids Minister.

**Disciple-making responsibilities**

1. Ensure that children and families are engaged with the Gospel and followed up on appropriately.
2. Teach preschoolers age-appropriate Bible lessons, worship songs, the Gospel and Christian principles.
3. Ensure that there are weekly worship environments in the church and Academy for children to learn about Jesus Christ and worship the Lord.
4. Work with the Kids Minister to lead VBS.
5. Work with the Kids Minister to plan, organize and run other Preschool Ministry events throughout the year.

**Administrative responsibilities**

1. Ensure that staff and volunteers are background checked and approved to serve within the Kids Ministry.
2. Assure safety, cleanliness, appearance and function of the Preschool Ministry facilities.
3. Organize and provide supplies, materials and resources for volunteers, childcare workers and teachers.
4. Ensure that an annual budget is established for the Preschool Ministry and that the church purchase order system is utilized.
5. Utilize eSPACE software for facility use needs.
6. Ensure that proper records are kept of children in regard to membership, attendance, participation in activities, injuries that may occur or situations whereby we need record of actions, statements or interactions.
7. Plan and organize routine baby dedications. This should include a parent meeting to communicate the benefits of the Preschool ministry and other pertinent baby dedication information.

**Qualifications**

1. A mature Christian faith and a demonstrable lifestyle of following Jesus Christ.
2. A humble, servant heart that is in line with the vision of Lakes Church
3. Willing to support and follow the leadership of the senior pastor and church leadership.
4. In agreement with the Baptist Faith & Message (2000)
5. A signed Statement of Cooperation of Lakes Church.
6. Successfully complete background check and sexual abuse awareness training.
7. Two years of successful volunteer coordination or experience in managing people.
8. Strong database & computer, spreadsheets, and word processing experience.
9. A passion and enthusiasm to work with volunteers and help them succeed.
10. Self-starter mentality.
11. Excellent interpersonal and communication skills.
12. Excellent organizational and leadership skills.
13. The ability to handle multiple tasks and use independent judgment in prioritizing time and responsibilities.
14. A willingness to learn, grow and adjust as the job may require.
15. The willingness to work a flexible schedule including evenings and weekends.

**Direct reports**

The Preschool Director works under the supervision of the Kids Minister, is accountable to the Senior Pastor, the Executive Pastors and the Personnel Committee.

**Accepted**

I have read and understand the job description and I am willing to accept this position.

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Name (Printed) Date

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