



# Preschool Service Coordinator

<b>Ministry Area/ Department</b>	Children's Ministry
<b>Reports To</b>	Children's Pastor/Director
<b>Ministry Target</b>	Preschool Children
<b>Position Is</b>	Paid staff; Part Time
<b>Maturity Level</b>	Mature or Growing Christian
<b>Spiritual Gifts</b>	Administration • Organization • Serving
<b>Talents or Abilities Desired</b>	Strong organizational and administrative background Comfortable recruiting volunteers A love for and ability to work with preschool aged children
<b>Best Personality Traits</b>	Dependable • Relational • Professional • Enthusiastic • Detail Oriented
<b>Passion For</b>	Connecting kids to Christ and introducing children to a growing relationship with Jesus Christ, Christian community, and serving using the gifts and abilities God has given them.

## ANTICIPATED TIME COMMITMENTS

15 hours per week, including Sunday mornings.

## RESPONSIBILITIES/REQUIREMENTS

- Oversee the Sea Creature (Infants-PreK) environments during the 9 am and 10:45 am Sunday services.
- Build relationships with parents, children, and volunteers using the Sea Creature space.
- Recruit volunteers to work in our Infants-PreK environments.
- Coordinate with Assistant Director to schedule needed volunteers for Sunday morning.
- Care for all volunteers working with Infants-PreK.
- Oversee the execution of curriculum, to include within the preschool environments.
- Collaborate with Kids Cove team members for ministry needs.
- Work with the Children's Ministry Pastor/Director to engage with Preschool families during the week through emails and social media.
- Serve in MOPS, as needed

**HOW TO APPLY:** SUBMIT A COVER LETTER/RESUME TO [RESUME@CEFC.CHURCH](mailto:RESUME@CEFC.CHURCH).