

JERSEY CHURCH

Job Description for PRESCHOOL KIDS DIRECTOR

Purpose

The Preschool Director at Jersey Church plays a key role in creating a Christ-centered, safe, and welcoming environment for our youngest children (Birth through Pre-K). This position focuses on introducing preschoolers to foundational truths about God's love in fun and age-appropriate ways. The Preschool Director will work closely with the Kids Minister to implement engaging Sunday morning and Wednesday Night programming, build relationships with families, and support the development of a growing team of volunteers.

The Preschool Director helps ensure every child is cared for, known, and introduced to Jesus in a way they can understand, laying the groundwork for a lifelong faith journey. This role emphasizes relational leadership, team building, and alignment with the overall vision of Jersey Kids Ministry.

Hours

Part Time (Non-Exempt)
20 Hours per Week

Reports to

Kids Minister

Direct Reports

Volunteers (Preschool Ministry)

Duties and Responsibilities

- Lead the planning and execution of Sunday morning Preschool Ministry (Birth–Pre-K), ensuring a safe, loving, and developmentally appropriate environment
- Help create a weekly experience that includes worship, Bible teaching, and interactive learning to help preschoolers begin understanding God's love and truth
- Collaborate with the Kids Minister and team to ensure consistency and alignment with Jersey Church's overall mission and strategy
- Participate in and help support church-wide family ministry events such as VBS, Journey, and other special gatherings
- Recruit, train, equip, and encourage a team of volunteers to care for and teach preschoolers each week
- Provide clear and supportive communication to volunteers and ensure they are well-prepared and spiritually encouraged
- Build trusting relationships with parents and equip them to engage in the spiritual development of their preschoolers at home
- Ensure all preschool rooms are safe, clean, well-stocked, and age-appropriate
- Evaluate and organize curriculum to align with teaching goals and age-level learning
- Maintain volunteer schedules and classroom coverage to ensure consistent care and quality across age groups
- Be a consistent and relational presence on Sunday mornings and Wednesday Nights—helping kids and parents feel welcomed and cared for
- Attend Kids Ministry team meetings, trainings, and development opportunities as requested by the Kids Minister

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Education and Skill Requirements

- Bachelor's degree preferred but not required
- Action-oriented and displays focus, passion, and initiative.
- Organized and able to manage multiple projects.
- Takes appropriate action when something needs to be done.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Relational skills and an enthusiastic presence for leading teams and people.

Spiritual Qualities and Theological Expectations

- A heart for the local church, a growing relationship with Jesus Christ.
- Must be a member and regular attender of Jersey Church.
- In complete agreement with Baptist Faith and Message.
- Alignment with Jersey Church vision and mission.
- Must maintain confidentiality and trust in all church matters.
- Must be committed to the authority of the Word of God.
- Must love the church and be willing to serve under the authority of the Senior Pastor.
- Conservative theological views.