

Christ's Church Camden

www.christschurchcamden.com

August 2018

Job Description: Preschool Director

Reports To: Children's Pastor

Category of Employment: Part-Time

Payroll Status: Salary

Office Hours: Mondays, Tuesdays, Thursdays 9:30-2:30; Sundays 7:30-12:30;
Average 20 hours per week.

Job Summary:

The Preschool Director, as a member of the Christ's Church Camden staff, will be responsible for providing leadership and oversight to the spiritual development of preschool children (Birth-4 years) and their families. The Preschool Director will lead leaders and must be highly relational. He/she will need to have strong administrative skills, communication skills, and a teachable spirit. This person must also possess knowledge of child development in order to provide age appropriate spiritual development through regular, ongoing programming and special events. This person is also expected to contribute to the staff culture of team work.

Minimum Qualifications:

1. **Experience:** Minimum of 3 years experience in a Children's Ministry and/or educational environment.
2. **Education:** Consideration will be given to candidates having a minimum of an Associates Degree and/or having experience and demonstrated proficiency in the field.
3. **Knowledge, skills, and gifts:**
 - Strong leadership gifting
 - Strong verbal and written communication skills
 - Creative and innovative for children under 4
 - Ability to multi-task and maintain composure under pressure
 - Knowledge of child development
 - Self-motivated and independent thinker
 - Must be a motivated and effective recruiter and manager of volunteers
 - Knowledge of ProPresenter, Microsoft Office, Planning Center and other computer based programs. *(A willingness to learn will be considered)*
 - Works well with others and in a team environment
4. **Physical Demands:**
 - Activities with children to include games, dancing, and over all fun

- Lifting, pulling, bending, carrying, and pushing as needed to set up activities and events

Character Traits:

- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Passion for children and their spiritual development
- Strong work ethic
- Smart with people; Emotional intelligence
- Honest and trustworthy
- Maintains confidentiality
- Humble

Conditions of Employment

- Models the Biblical standard of personal conduct and lifestyle
- Supports and adheres to the mission, beliefs, and values of Christ's Church Camden
- Must be an active, participating Owner of Christ's Church Camden or willing to become an Owner at the beginning of employment

Duties and Responsibilities:

1. Preschool Director responsibilities:

- Cast vision and develop strategic plans to promote spiritual development in children
- Oversee all major elements within the Preschool Ministry
- Develop and maintain a strategy to engage parents in their children's spiritual development
- Recruit, equip, schedule and oversee all preschool volunteers
- Responsible for all teaching materials and curriculum to be used by the Preschool Ministry
- Intentionally build relationships with preschoolers and their families
- Align Preschool Ministry with other Family Ministries to ensure a strong, cohesive Family Ministry Team
- Create and maintain a safe and welcoming environment
- Manage the Preschool Ministry budget
- Adhere to the child protection policy of Christ's Church Camden

2. General staff responsibilities:

- Support and participate in church wide events
- Attend weekly staff meeting

- This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured by the Children's Pastor with input from the Operations Pastor and Pastoral team. 3-Month review will be given with annual reviews to follow. All relevant areas shall be reviewed, including but not limited to the Christ's Church 5 C's (Character, Competence, Chemistry, Culture, Capacity), completion of ministry goals in the areas of communication skills, teamwork, leadership, creativity, responsibility, self-motivation, attitude and potential for growth.

*Note: This position does not include health care nor retirement benefits.
Background check required*