



210 Pitney Road, Lancaster, PA 17601-5627

Job Title: Preschool and Nursery Coordinator
Reports To: Pastor of Students and Family Engagement
Department: Family Engagement
Prepared By: Rev. Rick Rosati

Job Summary

The Preschool and Nursery Coordinator is a part-time hourly position. The primary role will be to coordinate ministries for nursery and preschool children and to support family engagement. This role requires a gospel-centered approach to serving, equipping, and reaching families with children ages birth through five years old. It is the intention of the church to encourage an integrated approach to ministry that does not exclusively segregate children from the church's ministry. Consequently, this position requires a team-oriented individual.

Qualifications

- Must be willing to align with the current direction of the Lancaster Alliance Church and be supportive of the vision and direction of current leadership.
- Must demonstrate the gospel and evidence of a growing walk with Christ (aligned with passages such as Galatians 5:22-23).
- Must have a desire to see children and their families reached and transformed by the power of the Gospel.
- Must have the ability to direct and facilitate volunteer staff as necessary.
- Must be gifted in teaching and hands-on programming with children ages birth through five years old.
- Must have the ability and desire to interact with parents in a consistent and committed manner.
- Must have the ability and desire to learn and use online platforms such as Elexio (church database) and Google, as well as a willingness to explore digital discipleship.

Responsibilities

- Coordinate ministry for nursery and preschool-age children, including weekly opportunities, special events, and new initiatives.
- Partner with the Family Engagement Team to implement a strategy that fulfills a gospel-centered approach.
- Assist in volunteer development to serve children and their families in weekly ministry opportunities, special events, and new initiatives.
- Participate in weekly meetings as assigned.
- Participate in yearly continuing educational or equipping development.
- Intentionally look for ways to engage your giftings in the job/role as time allows.
- Be involved in new initiatives that align with the family engagement strategy.

Accountability

- The Preschool and Nursery Coordinator reports to the Pastor of Family Engagement.
- Shall participate in an annual review with the Pastor of Family Engagement (and other pastoral staff as necessary).
- Complete Developmental Requirements as needed.

Compensation

- 20-25 hours/week
- Salary: \$18-20 per hour (commensurate with education and experience)
- Hours and salary to be reviewed after 90 days

I have read and understand the job description. I have the skills to perform the required tasks. Please attach a basic professional resume with references.

Applicant Signature

Name (printed)

12.2025
Date

Revised