

**PRESCHOOL COORDINATOR  
GRACE CHURCH**

**NAME:**

**REPORTS TO:** Grace Kids Director

**DATE:** June 2025

**POSITION PURPOSE:** To further Grace Church's mission of developing all people into fully devoted followers of Christ by equipping and empowering volunteers to create impactful Sunday morning environments (both large and small group) within our Preschool and Disability Ministry areas. This role is also responsible for overseeing the integration of children (birth to 5th grade) with disabilities and their families into the life of Grace Kids and Grace Church.

**TIME COMMITMENT:** This is a non-benefited, part-time, hourly position. Expected weekly schedule: 25 hours/week, including 2-3 days in office Tuesday-Friday plus Sunday mornings (7:30am-12:30pm) and other weekend or evening Grace Kids events as assigned.

**PERSONAL EXPECTATIONS:**

1. Consistently teach and model full devotion to Jesus Christ before the church and community while remaining teachable.
2. Champion Grace Church's mission, values, vision, & strategy while being a team player.
3. Participate in personal discipleship through the ministry of Grace Church by regularly attending services, participating in a group, and being involved in ministry and mission.
4. Engage regularly in relationships with those outside of faith in Christ with the purpose of pointing them to the hope found in Jesus.
5. Be professional by using discretion with all information received while working in the Grace Church office and ministry.

**PROFESSIONAL RESPONSIBILITIES:**

The position of Preschool Coordinator at Grace Church requires the employee to perform the following ministerial functions, which are an integral part of his or her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with visitors or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings. The employee will also be required to live on- and off-duty in accordance with the Ministry's statement of faith, code of conduct, and general beliefs.

In addition to the ministerial functions required by the position, the employee must also be able to perform the following duties:

### **Volunteers**

- Recruit, train, develop, and inspire volunteer leaders who serve in Preschool environments, fostering a culture of empowerment, ownership, and spiritual growth.
- Cast vision and build culture by clearly and consistently communicating the purpose of Grace Kids (large group, worship, teaching, small groups, etc.) to volunteers.
- Provide ongoing coaching, encouragement, and support to volunteer leaders through regular communication and care.
- Offers regular feedback to volunteers regarding wins and missed opportunities.
- Communicate consistently with volunteers through meetings, emails, and 1-on-1 meetings to make sure they have what they need to succeed on Sundays.
- Consistently create roles and deploy team leaders by utilizing the leadership development process of inviting, equipping, and releasing.
- Assist in the efforts of the Grace Kids Team by following the Volunteer Onboarding process to quickly respond to potential volunteers, helping them progressively take their next step toward their first day of serving.
- Maintain our systems for onboarding, training, and spiritually developing new and existing volunteers in both the preschool and disability ministry.
- Lead volunteer trainings on Sunday mornings and throughout the week.

### **Sunday Morning Experience**

- Intentionally assign kids and leaders to small groups, managing groups and evaluating their effectiveness to ensure that every kid and leader is known and connected.
- Monitor and evaluate groups regularly, making adjustments to structure as needed to enhance effectiveness.
- Demonstrate a capacity to navigate the technology required to run our Sunday morning experiences, including but not limited to: proresenter, mics, soundboard, Canva, etc.
- Organize and lead effective large group times by intentionally training volunteers, delivering feedback, and constantly assessing the effectiveness.
- Work with the Curriculum Specialist to evaluate and adapt curriculum that meets the unique needs of children in our preschool and disability ministries, creating inclusive and engaging lessons.

### **Parents**

- Cast vision and build culture by clearly and consistently communicating the purpose of Grace Kids to parents.
- Communicate consistently with parents through meetings, emails, and 1-on-1 meetings.
- Meet with new families to explore how the church can best support their unique needs and help them feel welcomed and connected.

## **Environments**

- Ensure Preschool and Wonderfully Made environments are safe, clean, and welcoming by overseeing and implementing safety and care policies.
- Bring excellence to our Sunday morning spaces and family experience.
- Be willing to go above and beyond and have hard conversations to ensure that we protect and carry out the standards and policies of Grace Kids.
- Provide boundaries and oversee the safety and care of our small group environments.

## **Disability Ministry**

- Recruit, train, develop, and inspire volunteer leaders who serve in Wonderfully Made environments, fostering a culture of empowerment, ownership, and spiritual growth.
- Design and maintain tools and systems to help children with disabilities have an excellent and meaningful experience during Sunday services and church events.
- Work with the Grace Kids Director to plan and execute intentional events for families of children with disabilities (respite nights, etc.)
- Partner with the Grace Youth team to ensure a seamless transition and continued inclusion of children with disabilities as they move from Grace Kids to Grace Youth.

## **Kids Team Support**

- Collaborate with the Grace Kids Team to plan and execute events, offering creative ideas that further our strategy to connect with kids, parents, and volunteers.
- Have a “Whatever it Takes” attitude, being willing to jump in as needed and dependable in following-through.
- Participate in all meetings with the Grace Kids team, Grace Church staff, and your direct supervisor, contributing ideas and feedback that move the mission forward.
- Be available at and help coordinate childcare for all-church events.
- Assist in the process of preparing and putting together supplies for Sunday mornings.
- Other duties as assigned.

## **Key Competencies**

- Proven experience leading and developing teams across various age groups.
- Excellent verbal and written communication skills.
- Strategic thinker with strong relational instincts.
- Comfortable casting vision and delivering feedback.
- Ability to juggle multiple tasks in a dynamic, fast-paced environment.
- Experience working with children with disabilities and/or exhibiting a desire to gain experience and learn best practices regarding disabilities in the church.