

1ST B KIDS

Title: 1st B Kids Pre-school Director
Department: 1st B Kids
(Revision) Date: 9/1/24
Job Status: Part-time hourly

Purpose / Position Overview

This person will be relationally driven and an effective leader, coach, manager and creative thinker who partners with volunteers and families to fulfill the mission of First Baptist of loving God and loving people (Matt 22:37-39). This person will also be an innovative, compassionate and collaborative leader, who is committed to, and supports, the vision and mission of 1st B Kids. The Preschool Director will oversee all major teams and aspects within the Preschool Ministry, including Sunday programming for infants through pre-K, paid childcare, MOPS, and special events. This position averages 15-20 hours a week and flexibility is required for ministry events on evenings or weekends.

Core Competencies

- Creative thinking and collaboration
- Discipleship
- Innovation and implementation of new ideas
- Lead, organize and recruit volunteers
- Support 1st B Kids Team (Preschool curriculum: printing, organizing and distribution for first floor class room set-up and clean-up)
- Gospel Project Curriculum
- Check-Ins
- Planning Center
- Activity Support
- Nursery/Classroom support
- Follow the vision of First B- Love God and Love People

FBC Kids Specific Duties

- Create new ways to engage preschool families in our community for Christ
- Plan and Oversee Preschool Programming and Outreach (*including but not limited to: MOPS, Gym Playgroups, Preschool Family Fun nights, etc.*)
- Assign and coordinate first floor classroom and nursery volunteers and volunteer communication
- Create weekly nursery staff schedule (replace staff as subs are needed)
- Recruit, train, and disciple preschool volunteers and nursery staff
- Purchase preschool supplies (diapers, wipes, toys, ect...)

- Oversee Background checks for all first-floor volunteers
- Generate end of term bills for childcare used
- Collaborate with other ministry departments for childcare needs
- Be available to assist the Kids Pastor with support needs and special projects
- Help create systems for better organization and functionality
- Support Check In system
- Assist with/on-call for Special Events as needed.
- Provide occasional support in Sunday classrooms when needed
- Help with volunteer recruitment
- Illustrate to families creative ways to utilize Gospel Project curriculum at home
- Connect with families and help build relationally invested ministry

Special Knowledge / Skills Required:

- Servant Leader who calls out what is good and true about the people they lead, giving them instruction and encouragement in how to serve God well
- Self-motivated, detail oriented, able to multitask
- Knowledge of Google Docs
- Ability to prioritize workload, meet deadlines, manage projects
- Ability to work effectively and efficiently with others in a team environment
- Ability to use discretion when dealing with volunteers and parents.
- Ability to be flexible and servant-oriented
- Heart and commitment to keep learning and growing in Jesus

Directly Reports to:

- 1st B Kids Pastor

Terms of Employment

- Agree to abide by all policies and procedures as outlined in the personnel policy manual (including membership at FBC if applicable)
- Agree to abide by all policies and procedures as outlines in FBC the personal policy manual.
- This position requires membership and regular attendance at First Baptist Church

Signature of appropriate Pastor / Supervisor

Date

Signature Employee / Staff Acceptance

Date

<p>NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.</p>
