

## **LAKE GROVE PRESBYTERIAN CHURCH JOB DESCRIPTION**

**Title:** Coordinator of Pre-school Ministry

**Reports To:** Director of Children's Ministries

**Classification:** Part-Time 10 hours per week

**Position Summary:** Responsible for the oversight of Early Childhood (Pre-school) Christian Education in LGK (Lake Grove Kids). Helps to implement/create hands on, Biblically based learning experiences for children birth through pre-k. Supports the LGK team in delivering a welcoming environment during worship times and other LGK events including VBS

### **Essential Functions**

- Work in conjunction with the Director of Children's ministry and the LGK team to implement the vision, mission and values of Lake Grove Kids and Lake Grove Presbyterian Church. This will include attending whenever possible LGK staff and LGPC staff meetings
- Work with the LGK team to continue to develop a friendly and inviting atmosphere in LGK where families and children are known by name and welcomed
- Develop and help teach a robust and rich large group experience for children birth through pre-k in LGK as well as participating in the large group teaching times as needed in LGK Pre-school
- Help develop and implement curriculum for children birth through pre-k ensuring that teachers have necessary weekly curriculum and all supporting materials are prepped and ready
- Work with Director of Children's Ministry to help develop and inspire volunteer leaders
- Collaborate with Children's Ministry Director to develop and execute early childhood milestone experiences
- Helps develop curriculum used in the onsite MOPS program
- Work across departments as needed to create rich learning experiences for children birth through pre-k
- Maintain all supplies in pre-school classrooms as well as ensuring that the environments are clean, safe and inviting

- Participate in online as well as in-person teaching i.e. Snack and Story, Advent Afternoons- attendance on Sunday is required when church meets in person
- Connect with families of young children to create a growing network of relationships with parents in LGK
- Participate with LGK in church wide efforts such as VBS and Drive Through Blessings
- Attend required LGPC and LGK meetings
- Other duties as assigned by your supervisor

### **Professional and Personal Qualities**

- Flexible team player with high energy level and a positive attitude
- Experience with and a love of working with young children
- Ability to work independently and complete tasks with minimal supervision
- Basic understanding of Christian theology as it relates to the reformed tradition
- Excellent communication skills, both verbal and written; proficient in Word, Excel and Social Media platforms
- Ability to problem solve and manage and prioritize multiple tasks

### **Education and Experience**

- An ideal candidate will have experience and education in ministering to pre-school aged children
- Demonstrated success in being on and/or leading a team

### **Other Consideration**

- Employment is contingent upon the satisfactory completion of a background check and pre-employment drug test.

### **Physical Requirements**

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Office setting and preschool rooms

- Physical: Sufficient physical ability to work in an office setting and operate office equipment. Ability to arrange and organize children's rooms and materials, get up and down off the floor with ease and lift children age 5 and under. Occasional lifting up to 50lbs.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents
- Hearing: Hear in the normal audio range with or without correction.

**RELATIONSHIPS:** Collaborates with all Discipleship Program Staff, church families and support staff.