



Covenant Church has an immediate opening for a **Kids Ministry Nursery & Preschool Coordinator** to serve at our **Carrollton** campus.

The **Kids Ministry Nursery & Preschool Coordinator** works closely with Carrollton Kids Director and the Pastors of Covenant Kids Ministry to coordinate the weekend and midweek services. The main role of this position is to be the creative lead for producing all Nursery and Preschool services. This role will help coordinate the planning, logistics, and resource support needed for all special events and services. This 40 hour/week position includes office hours, weekend and midweek services, and occasional evening hours, as needed. This position will report directly to the Carrollton Kids Ministry Director.

The job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Covenant Kids Ministry Director & Pastors.

I. Essential Functions and Responsibilities include, but are not limited to:

- Actively recruit Dream Teamers for Kids Ministry
- Structuring Sunday and Wednesday services as directed by the Kids Ministry Pastors and Director
- Adapt the lessons each week to guarantee a positive experience for the kids and Dream Teamers
- Oversee all areas of Nursery and Preschool Ministry
- Empower and equip Nursery and Preschool Dream Teamers to help oversee all services
- Maintain specified weekly office hours
- Manage a monthly calendar of Dream Teamers and Student Leaders
- Create the visual and written aspect of the Preschool and Nursery services
- Ensure the quality of excellence is upheld at each Preschool and Nursery service
- Communicate with large group and classroom teachers each week to ensure they are well equipped for their service
- Responsible for getting props for large group and classroom teachers
- Develop stage teams
- Ensure that skits and media are prepared and or rehearsed in advance for service
- Assist with all Kids Ministry productions and events
- Continually research new ideas for the Preschool and Nursery services
- Help create an atmosphere where kids will feel this is “the best part of their week”
- Help organize and oversee large events throughout the year
- Oversee and empower Preschool and Nursery Student Leaders
- Other duties as deemed appropriate

II. Experience and Knowledge Required:

- Experience in problem solving
- Supervise multiple projects effectively
- Excellent verbal and interpersonal skills
- A love and calling toward ministry to children and families
- Ability to learn and use Planning Center Online software
- Experience and high proficiency in Microsoft Office Suite to include Outlook, Word, Excel and PowerPoint
- Exceptional Time Management, organizational and prioritization skills with a particular emphasis on follow-through and attention to detail
- Ability to think and act independently with a high degree of professionalism, discretion and confidentiality

- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others to achieve desired results.
- Must be a strong communicator with excellent written, verbal and interpersonal skills
- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/spelling and terminology that is interesting and varied
- Strong proofreading skills to produce error-free documents
- High School Diploma
- 3- 4 years' experience
- PCO +
- Non-profit +
- Bilingual +

III. **Attributes:**

- Love for God
- Love for People
- Work Ethic that is excellent
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Must share the vision of Covenant Church to fulfill the Great Commission with integrity and passion

IV. **Must be/have, but are not limited to:**

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional & non-traditional hours (as scheduled/needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands, fingers and spine
- Must be able to lift 20 lbs.
- Must be 18 years of age and have valid State Driver's License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.