



COVENANT CHURCH

Covenant Church has an immediate opening for an experienced **Children's Ministry Preschool Coordinator** to serve at our **Carrollton** campus. The **Children's Ministry Preschool Coordinator** works closely with the Pastors and Directors of Children's Ministry to coordinate the Preschool weekend and midweek services. The main role of this position is to be the creative lead for producing all Preschool services. This role will help coordinate the planning, logistics, and resource support needed for all special events and services. This is a full-time 40 hour/week position which includes office hours, weekend and midweek services, and occasional evening hours, as needed. He/she will report directly to the Pastors or Directors of Children's Ministry.

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

Duties include, but are not limited to:

- Actively recruit preschool Dream Team members
- Actively connect with Preschool Families (new and current families)
- Communicate the vision and mission of Children's Ministry to parents and Dream Team members
- Structure Sunday and Wednesday services as directed by the Children's pastor.
- Adapt the lessons each week to guarantee a positive experience for the kids
- Oversee all areas of preschool ministry
- Empower and equip preschool Dream Team leaders
- Maintain specified weekly office hours
- Manage a monthly calendar of Dream Team members and student leaders
- Create the visual and written aspect of the preschool service
- Ensure the quality of excellence is upheld at each preschool service
- Communicate with large group and classroom teachers each week to ensure they are well equipped for their service.
- Maintain responsibility for getting props for large group and classroom teachers.
- Develop skit and puppet teams for preschool
- Ensure that skits and media are prepared and or rehearsed in advance for service
- Design fun stage sets for each monthly theme
- Assist with all Children's Ministry productions and events
- Continually research new ideas for the preschool service
- 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 student leaders

Knowledge/Skills Required:

- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Must accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
- Must be proficient in MS Office (Advanced: Word, Excel, Power Point)
- Customer service oriented
- Must be able to maintain the strictest level of confidentiality
- Extensive organizational and time management skills.
- Must be able to work in a deadline driven environment.
- Must possess the ability to produce in a fast-paced environment

- Must possess a “can-do” attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor
- Proven experience in office environment
- High School Diploma
- 3- 4 years’ experience
- Fellowship One +
- Non-profit +

Ability to:

- Understand and follow oral and written instructions and directions
- Prioritize and organize a variety of tasks and responsibilities (multi-task)
- Establish & maintain effective working relationships with all Covenant Church staff
- Communicate effectively
- Process and research from an analytical standpoint
- Problem-solve
- Reliable and energetic
- Self-motivated
- Maintain a sensitivity to situations and needs of guests/callers without becoming too involved

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 hours (as 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.
- Bilingual +