
The Preschool Lead supports the Mission of Emmanuel Christian Center by overseeing all aspects of the Preschool with direct oversight at the Spring Lake Park Campus primarily for services on Wednesdays and Sundays.

The ideal candidate will have a heart for Emmanuel understanding the vision and mission. In addition, this individual should possess a passion for people along with high-capacity organizational skills. This is a part-time position that reports directly to the Lead Kids Pastor.

ESSENTIAL REQUIREMENTS

- Passion for seeing children grow in their relationship with God.
- Experience with ages 3 years old to 5 PreK.
- Be a positive, high energy person with great relational skills.
- Experience building and leading teams of volunteers.
- Be a flexible and teachable team player.
- Effective communication skills with adults and children.
- Be able to problem solve and think strategically.
- Ability to supervise and perform detailed work, specific to department with minimal supervision within assigned deadlines.
- Must have proficient computer skills.
- Must be able to handle confidential matters/material with excellence.

ESSENTIAL RESPONSIBILITIES

- Oversee weekly services on Wednesday and Sunday at Spring Lake Park campus.
- Oversee preschool for special events at Spring Lake Park campus.
- Plan and prepare for weekly, age-appropriate ministry for preschool connect groups.
- Plan and prepare for weekly, age-appropriate ministry for preschool large group.
- Recruit, train, develop, and schedule preschool team members.
- Use My Emmanuel to manage Emmanuel Kids team members.
- Build relationships and communicate on a regular basis with team and families.
- Be available to support and assist other campuses regarding curriculum, supplies, policies, and procedures.
- Manage budget and supplies for preschool area.
- Ensure preschool rooms are clean, organized, and inviting.
- Attend department meetings as needed.

Candidate must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.

I have read and I understand the duties and responsibilities of this position.

Signature _____ Date _____