
Gospel City Church

Preschool Manager

April 28, 2021

Status: Part-Time (30 Hrs) **Type:** Exempt/Employee/Hourly **Supervisory Role:** Yes

Department: Gospel City Kids **Reports To:** Children's Discipleship Director

OVERVIEW

The Gospel City Kids Preschool Manager is responsible for leading, implementing and programming related to Children's Discipleship. This individual is responsible for leading and managing a team of volunteers. This person should have a love and passion for children. This person will work closely with the Children's Discipleship Director, and should possess the ability to work within a team collaboratively.

ESSENTIAL ROLES AND RESPONSIBILITIES

1. Oversee Preschool Discipleship
2. Supervise Preschool Volunteers
3. Collaborate with Children's Discipleship Team
4. Equip Parents to be Disciple-Makers
5. Collaborate with Operations and Events

FUNCTIONAL TASKS RELATED TO EACH ROLE

Role 1: Oversee Preschool Discipleship

- Planning and preparing curriculum
- Sunday morning oversight

Role 2: Supervise preschool volunteers

- Scheduling volunteers
- Communicate regularly with team members
- Onboarding new volunteers

Role 3: Collaborate with Children's Discipleship Team

- Participate in Team leadership and direction
- Order/purchase supplies
- Work with our database (Currently Planning Center) to prepare schedules, forms, and events

Role 4: Equip Parents to be Disciple-Makers

- Be up to date and educated on current discipleship tools and prepared to share these with parents and leaders

Role 5: Collaborate with Operations and Events

- Help coordinate and execute children's discipleship events (ie. VBS)
- Participate in the planning and execution of other special events (ie. Prayer nights, family socials, etc.)

REQUIREMENTS AND PREFERENCES**Soft Skills:**

- This individual must possess excellent interpersonal communication competencies with adults and children
- Detail-oriented and possesses organizational skills
- Administrative capabilities
- Strong computer and database competencies
- Strong love for children and capable of working with many temperaments
- Able to communicate clearly with parents, understanding that parents are the primary disciplers in the home.

Other Requirements:

- Bachelor's Degree in the area of ministry or education (or a related field) is preferred
- 3+ years working or volunteering with children
- Experience leading a team of volunteers
- Member of Gospel City Church or willing to become a member upon employment

Commitment to our Staff Core Values:

- We AUTHENTICATE the message we preach
- We MAXIMIZE the greatness in people
- We COLLABORATE as a diverse team
- We SIMPLIFY for focused alignment
- We COMMUNICATE with clarity
- We ADAPT in pursuit of excellence
- We REPLICATE for broader influence