

## **Position Title:** Preschool Programming Coordinator

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**Employment Status:** Non-Exempt  
**Time Requirements:** Full-time  
**Reports to:** Director Children's Ministries  
**Category:** Family Ministry  
**Last Updated:** May, 2010

### **Job Summary**

The Preschool Programming Coordinator is responsible for all aspects of the PromiseKids weekend experience (nursery through pre-k). This position requires an individual to possess strong recruiting, shepherding, management and administrative skills.

### **Primary Responsibilities**

Responsibilities may include but not be limited to the following items:

- Serve as a member of the Children's Ministry team for the development of a cohesive ministry that works to effectively partner and equip families of FPC.
- Provide structure, leadership and strategic planning for children's ministry in the areas of recruitment, training & development and execution
  - Implementation of curriculum
  - Equip, recruit, train and lead children's small group leaders and coaches to fulfill the vision and values of FPC through children's ministry
  - Create an engaging preschool experience that sets the standard for all future FPC campuses
- Work with the Director of Children's Ministry to
  - create a multi-site structure to accommodate campus growth
  - create tools and resources to further equip & impact parents & families
  - plan & implement special events that create growth opportunities for parents and volunteers.
- Perform all other duties assigned by the Director of Children's Ministries