



JOB DESCRIPTION

POSITION TITLE: KIDS MINISTRY PRESCHOOL CREATIVE COORDINATOR

REPORTS TO: JASON JENNINGS

DEPARTMENT: KIDS MINISTRY

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE:

SUMMARY OF POSITION The Kids Ministry Preschool Creative Coordinator is a key member of the Kids Ministry team who provides leadership to Preschool ministries by developing creative ways to communicate biblical truths to each child in an age appropriate way.

KEY RESPONSIBILITIES

1. Recruit, discern, train, place, encourage and empower volunteers for creative Preschool Ministry environments.
2. Oversee large group environments in Preschool that are creative and engaging, as well as strategically and clearly communicating Biblical truths.
3. Develop and maintain a consistent strategy for utilizing worship, creative and theologically sound elements in the spiritual development of each child.
4. Manage the integrity and upkeep of all creative environments to include Preschool worship room, and lobbies with CCP.
5. Provide creative Preschool ideas and concepts for Concord Quest theme, content, and curriculum.
6. Understands that effectiveness will be measured by his/her ability to produce and manage high-level creative concepts that are executed by volunteer teams and complement our Preschool ministry vision and strategy.
7. Pursue greater effectiveness and learning through books, conferences, etc. on how to creatively use dramas, skits and other creative concepts to effectively connect with children, students, and parents.



EDUCATION AND EXPERIENCE REQUIREMENTS

1. Candidate should be 18 years old or older
2. Preferred College Graduate
3. Prefer someone who has demonstrated experience in leading creative teams and church ministry environments.

KNOWLEDGE OR SKILL REQUIREMENTS

1. Visionary/Creative – has the ability to think about new things and plan what the future will or could be like.
2. Leadership – ability to recruit, train, and lead teams of volunteers.
3. Self-Motivated – motivated to achieve something because of one’s own enthusiasm or interest without pressure from others.
4. Team Player – works well as a member of our team
5. Administration – has the ability to organize and manage a budget, events, and volunteers.

WORKING CONDITIONS

Typically a five day work week with often irregular hours in an office environment. Work with various socio-economic groups, ages, and nationalities. Ability to lift or carry 45lbs. Reliable transportation as some travel is required.

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

Approved By

Date

Employee Signature

Date