



JOB TITLE: Preschool/Midweek Ministry Coordinator (N) – East Mesa Campus

POSITION SUMMARY

The Preschool/Midweek Ministry Coordinator is responsible for the SV Kids Preschool area of ministry and midweek childcare programs during all weekend services and midweek adult programming, including but not limited to, production and operations of fun, safe, and relational Large and Small Group environments, which support the spiritual development of children. This position identifies, recruits, develops and leads a team of volunteers to support the weekend services and other events and activities, and works toward developing trust with parents while providing excellent guest experiences for new and returning guests. In all actions, reflects the SVCC team leadership distinctives.

ESSENTIAL FUNCTIONS

1. Provide leadership for the Preschool Team each weekend at each scheduled service, during midweek programming and during special events
2. Implement the SV Kids Preschool and midweek programs curriculum developed by the Exec Pastor of Next Gen and team in a manner that is age appropriate, fun, safe, engaging and inviting during morning and evening Next Steps programs for birth through 4th grade children
3. Ensure that rooms are properly set up and equipped for the weekend services and midweek and that all supplies are stocked to care for children
4. Equip and train volunteer leaders to engage children in a variety of activities that are developmentally appropriate and looks out for each child's well being
5. Perform administrative tasks including scheduling, reviewing and evaluating midweek ministry requests, entering registrations through Fellowship One database, and processing payroll paperwork
6. Act as the liaison between ministries requesting midweek programming and SV Kids
7. Encourage the Preschool and Midweek team of leaders through prayer, spiritual direction and development of a fun, creative and relational team environment
8. Participate in Next Gen team meetings, SV Kids staff meetings and other activities and events
9. Coordinate with counterparts at other campuses in executing the vision of SV Kids through strategic planning, implementation and alignment with SV Kids vision and direction, ongoing evaluation of SV Kids environments
10. Stay current with preschool culture and children's ministry trends, birth through 4th grade

MINIMUM QUALIFICATIONS

High School Diploma or equivalent
Experienced with The Orange Strategy
Minimum one year of leadership experience in church setting working with kids and developing volunteers
Self-motivated, self-directed requiring minimal supervision
Ability to drive projects and strategies through to completion
Creativity and problem-solving skills
Teamwork orientation and ability to motivate others
Effective verbal and written communication skills with both kids and adults
Strong understanding of the development of preschool age children through 4th grade
Demonstrates spiritual maturity and character consistent with the Biblical requirements for church leadership

Agrees and aligns with the vision, values, pathway, leadership distinctives and doctrinal statement of SVCC and mission of the Next Gen Ministry

PREFERRED QUALIFICATIONS

Two years of leadership experience in a church setting of over 2000 members/attendees