

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Preschool Programming Coordinator

**Department:** Preschool/First Friends Ministry

**Hired By:** Fraisy George

**Reports To:** Fraisy George

**Campus:** Sienna

**Status:** Part Time

## Employment Category: V

## Summary of Position:

This role is dedicated to coordinating God-centered, impactful, and excellent programming for children, ensuring each event is not only fun but spiritually enriching. The role involves meticulously preparing for and organizing events, from gathering supplies for crafts that reflect biblical teachings to setting up activities that embody the event's godly theme. A significant aspect of the job involves maintaining clear communication within the team, fostering relationships with children and their families, and contributing to the community through local missions.

## Purpose:

To support the overall vision of the Preschool Ministry by coordinating Birth thru Kindergarten LBS classes so that children and their families can grow in their faith and knowledge of Jesus and the Bible, equip directors and teachers so that they can focus on building relationships with the children and their parents, and ensure a Godly, safe, and effective environment for our ministry.

## Duties and Responsibilities:

- To help plan and assist weekday and special programming during Fall, Spring, Summer, and other events requiring programming.
- Create crafts and activities in line with curriculum for each event.
- Organize and keep up with inventory for craft supplies in Resource room.
- Organize event themes and engaging activities for children, ensuring events are planned and executed proactively and within set timelines.
- Purchasing and coordinating supplies for weekday and special events programming.
- Revise and communicate updates to policies and procedures, ensuring all team members are informed.
- Ensure all activities comply with relevant safety standards. Maintain a clean, safe, and welcoming environment for children, staff, and visitors.
- Assess program effectiveness and discuss adjustments to improve quality and meet changing needs of the community and preschool.
- Coordinate connections with local missions to facilitate donations during Midlink, Choir or other events.
- Act as the secondary contact for teachers in the classroom throughout every special event for questions and/or assistance.
- Build personal relationships with children and families within the ministry.
- Attend all coordinator meetings and serve at all preschool and church events as required.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

- Language skills
- Math skills
- Reasoning ability
- Computer skills:  Windows  Mac  MS Office  MS Outlook
- Administration  Service to others  Teacher/Leader
- Good Communication skills  Team builder  Self-disciplined
- Servant leader  Decision maker  Strong work ethic
- Empathy for ministry partners  Attention to detail

**Education and/or Experience:** Select all that apply

- College graduate preferred  Administrative Experience  Personnel Management
- Church Staff experience preferred  Other: Previous preschool teaching experience preferred

**Organizational Relationships:** Reports to Director of Preschool and Kindergarten Ministry

**Working Conditions:** Select all that apply

- 40 hour work week  Additional hours as needed  Occasional off campus activities
- Continuing Education  Specialized training  Occasional travel

**Prepared By:** Fraisy George **Title:** Director of Preschool and Kindergarten Ministry

**Date Prepared or Revised:** April 10, 2024

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name