

RC KIDS PRESCHOOL AND NURSERY COORDINATOR JOB DESCRIPTION



Job Title: RC Kids Preschool and Nursery Coordinator
Status: Full Time
Supervisor Title: RC Kids Groups Director
Date Prepared/Revised: February 2024

The RC Kids Preschool and Nursery Coordinator is responsible for equipping and training volunteers to create extraordinary preschool and nursery group experiences that partner with parents and help kids become fully engaged followers of Christ.

Competencies:

- Experience working with children, teens, and adults of all ages
- Ability to build and lead volunteer teams
- Strong verbal and written communication skills
- Self-motivated

***Responsibilities:**

- Leads the preschool and nursery areas in line with the mission and vision of RC Kids
- Recruits, trains, develops, and appreciates volunteers that lead small groups of preschool and nursery kids
- Casts vision for small groups to both parents and volunteers
- Intentionally assigns kids and leaders to small groups, manages groups, and evaluates their effectiveness to ensure every kid and leader is known and connected
- Communicates regularly with volunteers and team leaders through face to face, email and phone contact
- Supports volunteers through necessary care, updates, and training
- Assists in creating training systems to help volunteers grow both spiritually and as small group leaders
- Ensures all volunteer roles are covered each Sunday
- Offers regular feedback to volunteers regarding wins and missed opportunities
- Oversees the safety and care of the preschool and nursery environments including toy cleaning
- Communicates needed information to preschool and nursery parents
- Edits curriculum for the preschool and nursery each month
- Connects with parents of new babies to give tours and welcome them to the RC Kids ministry
- Oversees Baby Dedication and recruits a team to assist with the yearly event
- Assists with all RC Kids events
- Attends weekly meetings with the RC Kids team, the Rivers Crossing staff, and direct supervisors

Direct Reports:

- Preschool and Nursery Coaches
- Preschool and Nursery Groups Volunteers

Key Strengths:

- Developer, Communication, Maximizer, Relator, Responsibility

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

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To apply, please send your resume to Andrea Goslee, agoslee@riverscrossing.com