



Position Description

Job Title: Preschool Director
Department: KidCity
Reports To: KidCity Pastor
FLSA Status: Salary Exempt

Summary

In summary, this role is responsible for overseeing an environment where the KidCity preschoolers, their parents, and preschool volunteers at COTC feel loved and cared for while learning about Jesus through experiences that teach God's Word. This role will lead, equip & empower volunteers to grow as room leaders, know their kids, utilize curriculum & model the love of Jesus.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution) needed to navigate the needs and requests of the organization.

Essential Duties and Responsibilities (Other duties may be assigned).

- **Oversee Sunday morning Preschool Environment.**
 - Ensure a fully staffed environment capable of serving kids and families each Sunday
 - Work to cast vision for increasing excellence and continued growth and maximization of space.
 - Ensure that all rooms & resources are secured.
 - Brainstorm creative ways to enhance the curriculum each month.
 - Train coaches to appropriately lead the environment from a volunteer standpoint.
 - Prioritize service attendance and delegate oversight to competent leadership several Sundays per month.
 - Maintain and update policies and procedures. Train volunteers appropriately.
- **Oversee curriculum scope and sequence**
 - Know and edit the small group curriculum for content accuracy and be prepared to step in where needed to answer volunteer questions or concerns.
 - Recruit new leadership and grow the curriculum team accordingly.
- **Administrative Responsibilities**

- Update budget spreadsheets in a timely fashion
- Exercise wise stewardship in financial expenditures
- Maintain Expensify with regularity
- Be familiar with all COTC policies and procedures.
- Continuing Development
 - Participate in leadership development opportunities as requested
 - Take advantage of ongoing education options, such as conferences, seminars, or other training.
 - Practice self/soul care regularly and practice transparent communication with supervisors to ensure a healthy employment atmosphere.
- Sunday Responsibilities
 - Preschool Environment
 - Attendance in the leading service the majority of each month

Supervisory Responsibilities

Supervise all Preschool volunteers and coaches.

Qualifications

A Christian in submission to the Scriptures' authority and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations are in place for individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Skills:

Must have general computer skills including a working knowledge of Microsoft Office, and iMac; knowledge of general business practices; possess a strong work ethic; strong organizational skills and pays close attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; produce quality work and be accountable; manage time; ability to work well in a team; demonstrate the ability to be innovative and suggest change/improvements within the scope of work; anticipates needs and creates efficient and effective processes; self-starter, self-motivated and takes responsibility/ownership of tasks; thinks outside the box proactively, strategically and analytically; consistently takes the initiative; demonstrate flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and phone etiquette consistent with the culture of the organization.

Experience

A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines is sufficient to qualify for the position's requirements.

Physical Requirements:

- Ability to lift or carry up to 20lbs
- Ability to sit for extended periods
- Ability to work at a keyboard and other related equipment
- Ability to move about to accomplish tasks related to role