

Double Oak Chelsea Preschool Minister Job Description

The Preschool Minister has four main areas of management:
Sunday AM, Dinner & Discipleship Preschool Classes, Paid Childcare, and Special Events

Sunday AM:

- Set the overall vision and strategies for Sunday Preschool Large Group and Community Groups.
- Train and be in regular communication with Sunday volunteers through emails, calls, and face to face meetings.
- Supervise Volunteers and Paid Childcare Workers on Sundays,
- Recruit new Worship Care volunteers and Community Group Teachers to work on Sunday.
- Choose Curriculum for all classes. Supervise Curriculum Coordinator in preparation for Sunday (Crafts, Take Home Sheets, etc.).
- Lead Large Group Activities at the 10:45AM service.
- Greet and connect visitors to their child's class for the morning

Dinner & Discipleship:

- Set the overall vision and strategies for Wednesday PM DOU Preschool Activities.
- Choose Curriculum for all classes. Supervise Curriculum Coordinator in preparation for Sunday (Crafts, Take Home Sheets, etc.).
- Lead, or recruit and equip volunteer for, Large Group.
- Supervise Paid Childcare Staff.
- Greet and connect visitors to their child's class for the evening.

Paid Childcare:

- Hire and supervise all Childcare Staff.
- Schedule Childcare Staff for all events
- Leadership development: Offer once a quarter training for Childcare Staff.
- Request checks for Paid Childcare Workers each week.
- Minister to Paid Childcare Staff as needed.

Special Events:

- Plan for Preschool VBS for children of VBS volunteers and staff.
- Plan Baby Dedication as needed
- Plan Get on the Bus with Children's Ministry staff.
- Provide and manage childcare for all Special Events where needed on both campuses.

Other Ministerial Duties as Needed:

- Work with Children's Staff to coordinate Preschool and Children's activities and special events..
- Minister to young Mom's by mentoring, lunches, and speaking at or leading Mom's groups.
- Meet with Mt. Laurel Preschool Minister to coordinate curriculum/supplies/childcare workers.