



TITLE OF POSITION: **PRESCHOOL MINISTRY ASSISTANT - ETC**
(MARCH 2021)

REPORTS TO: Childrens Pastor
PEERS WITH: Admins
POSITION TYPE: Non-exempt Part Time, 20 hours/week

PURPOSE OF THE POSITION: To serve the church by working with the Childrens Pastor to carry out the functions of the Preschool Ministry.

Primary duties and responsibilities:

- The responsibility of this position relates to the Preschool Ministry for all scheduled services held by the church and church-wide events.
- Work closely with other Preschool staff to make certain all units are properly staffed at every service and activity.
- Coordinate all recruitment, enlistment, assignment, and supervision of all Extended Teaching Care teachers, working closely with the the Children's Pastor.
- Maintain and update a monthly schedule of Extended Teaching Care workers and ensure early and proper notification to all individuals.
- Provide Extended Teaching Care materials to workers through weekly communication.
- Work with other Preschool staff to provide resources for preschoolers and adequate leader training.
- Assist other Preschool staff in all aspects of the curriculum. Ensuring teachers have lessons, resources and needed supplies.
- Work with other Preschool staff to maintain Spotswood Connect database. Create or maintain events, classes and update roster quarterly.
- Evaluate occurring needs and recommend any changes deemed necessary and advisable, such as organizational changes, space use changes, equipment policies, and room use and procedure.
- Maintain all aspects of the Preschool security system.
- Cooperate with the Children's Pastor by performing any other duties as assigned.