

# ALIVE KIDS PRESCHOOL DIRECTOR

---

**POSITION:** ALIVE Kids Preschool Director, Central Campus

**REPORTS TO:** Children's Pastor

**CATEGORY:** Part Time Staff

**HOURS:** 10 hours/week

**LAST UPDATED:** October 2019

---

## PURPOSE

The ALIVE Kids Preschool Director is responsible to carry out the vision of ALIVE Kids Sunday morning Preschool Ministry and provide leadership and support to volunteers, curriculum, and programming for infants to 4 years old.

---

## QUALIFICATIONS

1. Personal relationship with Jesus Christ.
2. Model and support ALIVE's vision and ALIVE Kids DNA.
3. Be called by God to serve in Kids Ministries.
4. Effective communicator with kids and families.
5. Dedicated to creativity and excellence in preschool environments.
6. Knowledge of ProPresenter and computer proficient.
7. Be teachable and sensitive to God's leadership.
8. Preferred experience in early childhood or kids ministry.

---

## RESPONSIBILITIES

1. Provide leadership and oversight for ALIVE Kids preschool weekend experience, infants – 4 years.
2. Prepare preschool curriculum and Sunday worship experiences.
3. Provide support/coaching to storytellers.
4. Assist in preschool volunteer recruitment as needed.
5. Evaluate classrooms and preschool large group environment for effectiveness and excellence.
6. Coordinate and oversee monthly packing parties and gathering supplies for preschool environments.
7. Provide communication for social media and email updates.
8. Assist in planning special events that target preschool age kids/families, as needed.
9. Direct preschool portion of Kids Week.
10. Attend team meetings and staff meetings as requested.

---

## PERSONAL DEVELOPMENT

TIME WITH GOD

FAMILY

GAUGES – SPIRITUAL, MENTAL, PHYSICAL, EMOTIONAL

LEADERSHIP/CHARACTER DEVELOPMENT