

Houston Northwest Church Job Description

Job Title: Preschool Ministry Director
Reports To: Children's Pastor
FLSA Status: Salary, Exempt
Approved By:
Approved Date:

Job Overview

The primary role of the Preschool Ministry Director is to ensure that all children ages 8 weeks to Pre-K grade are well cared for, engaged in lessons, and actively growing in their knowledge of the Bible while attending Sunday School and HNW ministry events.

Personal Beliefs & Behaviors

The successful candidate must be a fully devoted Christ-follower and fully support the ministry of Houston Northwest Church and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to others with which he/she interacts. In addition, the candidate should exhibit:

- A gracious, Christ-like demeanor
- A teachable spirit
- Servant leadership with a heart for seeing others grow toward Christ
- Strong interpersonal skills
- The ability to be flexible in an environment that changes often
- Creativity and collaboration
- Initiative, perseverance and a helpful, "whatever it takes" attitude

Responsibilities

The responsibilities listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities include, but are not limited to, the following:

- Oversee all facets of the preschool ministry.
- Interview, hire, schedule, and supervise preschool employees including Teachers, Assistants, and childcare staff.
- Build and oversee the preschool ministry volunteer team.
- Prepare, plan, and implement curriculum for Sunday morning preschool ministry and childrens ministry events.
- Work with other ministry groups to ensure the preschool ministry is well represented and participating in campus-wide events.
- Connect with preschool families on a weekly basis.
- Perform various administrative functions within the preschool ministry.
- Assist in Children's ministry and MDO events as needed.

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Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.