

LAFAYETTE CAMPUS PRESCHOOL STAFF

REPORTS TO: Lafayette Campus Preschool Director

RELATES CLOSELY WITH: Lafayette Campus Kids Ministry Staff, Family Ministry team, Lafayette campus staff and Kids Ministry Volunteers

CLASSIFICATION: Part-Time/Hourly (20-25 hours per week)

The Lafayette Campus Preschool Staff works in conjunction with the broader Kids Ministry team, is responsible for supporting the vision, development, and execution of the Preschool program. This role includes weekend and evening hours.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatirons vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

PROFESSIONAL QUALIFICATIONS:

- Passionate about kids and their families.
- Experience recruiting, developing, and leading volunteers.
- Superior communication skills, written and verbal.
- Self-motivated, with excellent organizational and time management skills.
- Ability to develop, equip, and mobilize volunteers.

PRIMARY RESPONSIBILITIES

- Support all aspects of the Lafayette Preschool experience
- Recruits, trains, leads, equips, and motivates volunteers, which includes oversight of volunteer scheduling.
- Builds relationships with volunteers--provides care, support and shows appreciation.
- Oversees volunteer databases to ensure that information is up to date and relevant
- Assists with administrative tasks and needs of the ministry – credit card reports, emails, communication with parents, tracking attendance, etc.
- Contributes and participates in Kids Ministry direction and vision across campuses
- Connects parents with family ministry resources as needed.