

## **FBCO Preschool Ministry Associate**

### **Job Description:**

The Preschool Ministry Associate position is a part-time position assisting the Preschool Director with administrative duties, focusing on ministry to parents and preschoolers within the Preschool Ministry at First Baptist Church Opelika. This associate will help oversee the details of event planning for activities involving preschoolers. This associate will help the Preschool Ministry connect with parents and adult leaders through communication and training. The associate will be in contact with parents and adult leaders regularly to understand needs of individuals involved and to facilitate communication within the Preschool Ministry.

### **Job Details:**

This is a part-time, salaried position (approximately 29 hours/week). The position requires flexibility on a weekly work schedule as some events take place outside of normal Monday-Friday work hours.

### **Primary Function:**

To assist the Preschool Director in administrative duties involving the Preschool Ministry of First Baptist Church Opelika

### **Supervisor:**

Preschool Director

### **Requirements:**

This is an associate position that requires attendance/involvement in all Sunday and Wednesday services and activities as well as in weekly outreach. This associate will work with the Preschool Director to accomplish administrative tasks within the Preschool Ministry. The responsibilities of the job include:

- Help plan and lead Sunday and Wednesday activities
- Help plan and lead events such as VBS, Storytime, etc.
- Assist in recruiting, training, scheduling, and equipping leaders and volunteers
- Provide leadership to interns and volunteers
- Attending administrative meetings as needed
- Administrative tasks such as budgeting, communication, printing curriculum, maintenance and promotion of classes, and other office related functions.
- Help maintain safe, clean and appealing learning environment for children.
- Organize, stock, reorder and gather supplies to support ministry events and volunteers.
- Other tasks in partnership with the Preschool Director to reach parents and their children with the Gospel.
- Other duties as needed.

## **Qualifications, Experience and Critical Skills**

- Previous experience in a pre-school ministry role
- Committed to Biblical Christian principles and teachings both professionally and personally.
- Established pattern of Bible study and prayer.
- A personal conviction and calling to pre-school ministry.
- Ability to understand and relate to children and families.
- Passionate about seeing families grow together in their faith.
- Ability to use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Flexibility to serve where needed.
- Excellent written and verbal communication skills.
- Ability to thrive in a collaborative team environment.
- Highly organized, giving attention to details.
- Ability to troubleshoot and multitask.
- Competency in computer/web-based technology with the capacity to learn new applications quickly.
- Sufficient good health to discharge duties properly.
- Passing criminal, financial and sexual misconduct background checks required.