

Preschool Connection Coordinator

Standard Hours

Refer to standard policy for office hours

- Part–Time hourly position (20-26 hours); includes Sunday mornings
- Additional hours may be required periodically

Background, Skills and Experience

- A lifestyle that reflects spiritual maturity, consistent growth, and faithful prayer life.
- Excellent communication skills and computer literacy.
- Management/and or recruitment background beneficial.
- Self starter with excellent organizational and motivational skills.
- Proofreading skills preferred.

Job Responsibilities

1. Participation and support of BrookwoodKiDs Leadership Team.
2. Support the mission and vision of Brookwood Church and BrookwoodKiDs with Godly attitude
3. Weekly meetings with leadership to plan, implement and evaluate the ministry.
4. Act as liaison between BrookwoodKiDs and your volunteers to ensure effective communication.
5. Participate in events sponsored by BrookwoodKiDs
6. Basecamp
7. Arena Database management for Pod B
8. Planning Center
9. Coordinator Role
10. Recruit and manage a group of Coaches to create a loving community of small group leaders within their area.
11. Create and distribute monthly schedules in Planning Center for small group leaders.
 - Administer and track volunteer paperwork.
 - Ensure proper training for volunteers within Pod B.
 - Follow-up with volunteers that fail to arrive for scheduled service.
 - Establish a cleaning process for Sunday mornings and train volunteers on these procedures.
 - Make weekly contact with volunteers scheduled for the upcoming Sunday.
 - Weekly emails
 - Maintain Volunteer Schedules
 - Weekly prep of classrooms
 - Visit sick children from Pod B
12. Order all supplies needed for Pod B
13. Work with Curriculum Specialist when each new curriculum book comes out to verify all small group materials are on hand.
14. Recruit new volunteers
15. Follow up with the people recruited and place them
16. Recruit enough volunteers so there are at least 2 adult volunteers in each classroom
17. Read curriculum book each Monday and know the upcoming lesson
18. Verify on Monday that all small group materials are on hand for the upcoming week
19. Pray over your area and find prayer partners to do the same

20. Sunday morning responsibilities:

- Arrive at 7:30 on Sunday morning.
- Ensure that Pod B classrooms are open, clean and properly equipped.
- Set up volunteer centrals in Pod B & Pod C (make coffee, put out food), then close after service. Clean drink containers twice per month
- Assist with getting kids to large group on time. Work with production to find out who is not there and get them to the large group room
- Help small group leaders with any curriculum needs
- Conduct a huddle between services with all volunteers (establish huddle and ask each volunteer to attend)
- Before, between, and after services, talk and build relationships with families. Become a shepherd to those families.
- Work with Academy to establish classroom needs.
- Pray with families
- Pray with volunteers

21. Create a community of volunteers in Pod B

22. Be involved in volunteers' lives (birthdays, surgeries, call/email during the week)

23. Ask how you can pray for each volunteer and follow up to see how they are

24. Train coaches to do what you do and pour into them

25. Adventure Week – Birth-K5

26. Other duties as assigned by supervisor