

## **Job Description – BrookwoodKiDs Preschool Specialist PT**

### ***Standard Work Schedule*** (refer to policy standard office hours)

- Part – Time hourly position - 7-10 hours
- Sunday services and weekday hours required

### **Requirements:**

- Godly Character – respectable; self-controlled; generous; honorable
- Seeking personal spiritual growth and encourage growth in others
- Experience working on a team of volunteers to include: recruitment, management, scheduling, training etc.
- People coordination, delegation and motivational skills
- Organization and follow up skills
- Strong communication and interpersonal skills

### **Responsibilities:**

- Assists with Parent Child Dedication and completes tasks as assigned by Preschool Supervisor.
- Prepares Volunteer Central for Sunday mornings- picks food up from the kitchen and distributes to Pod C Volunteer Central and Pod A/B Volunteer Central, turns on coffee pots, and fills water dispensers.
- Helps provide a point of contact for new volunteers who are interested in serving in Pod A/B and assists in walking them through that process.
- Assists Preschool Supervisor with communicating with parents about any questions or concerns that may arise on Sunday mornings.
- Assists in lovingly redirecting any problematic behaviors in children on Sunday mornings that are too much/distracting for Community Group leaders to deal with. Discusses problem and solution with children's parents.
- Assists Preschool Supervisor with recruiting, training, and encouraging volunteers for Pod A&B areas.
- Builds relationships with volunteers through Sunday morning huddles, meeting for coffee, texting/emailing during the week, praying with and for volunteers, checking in with volunteers about their week/lives on Sunday mornings.
- Assists Preschool Supervisor in overseeing all regular Community Group activities in Pod A&B.
- Helps to ensure that Pod A and B are safe and secure environments for children and volunteers on Sunday mornings. This includes making sure volunteers know what to do in case of emergency/first aid situations, monitoring doors (making sure they're closed 10 minutes after service start times and open when service is over for parents to pick up children), monitoring parent pick up to ensure volunteers collect the correct pick-up tags and collecting parent I.D. if they misplaced their pick-up tags.
- Assists in the planning, overseeing, and setting up of Adventure Week including completing tasks as assigned, with the possibility of working additional hours during the week leading up to Adventure Week and the week of Adventure Week.
- Other duties as assigned/if needed (main church special events etc.).