

Church Preschool Program & Staff Manager

The Play School at Community Presbyterian Church, 825 Oak Boulevard, Moody, Alabama, 35004

Job Type

Part-Time Position: Tuesday, Wednesday, Thursday, 8:00 a.m.-3:00 p.m. + additional weekly meeting with Children's Ministry Director (approximately 22 hours per week)

Job Description

The Play School at Community Presbyterian Church is currently seeking a Church Preschool Program & Staff Manager to oversee the day-to-day activities and needs of the program and its staff. The ideal candidate would have a strong sense of leadership in managing the needs of a preschool as well as a heart for ministry and service as they come alongside staff members and support them in their important work of caring for children's needs. The person in this position should be a mature believer, someone who is daily walking with the Lord, an active member of a gospel-centered church, living in obedience to and following the example of Christ. The candidate should be aligned and in agreement with the [PCA Statement of Faith](#).

Reports to

The Manager reports directly to the Children's Ministry Director of Community Presbyterian Church and is supported by one Administrative Assistant as well as two Education Managers.

Job Responsibilities

The Program & Staff Manager is responsible for the following:

Staff Management & Ministry

- Assess staffing needs and assist the Children's Ministry Director in locating and interviewing new preschool staff members
- Manage time-off requests, leaving early, arriving late, and arranging substitutes as needed
- Keep up with staff hour changes due to missed days, subs, extra hours, etc.
- Equip and instruct staff in daily duties laid out in existing training materials, handbooks, contracts, etc.
- Plan and facilitate Tuesday staff meeting and Wednesday individual meetings
- Manage conflict resolution within the staff in a mature and biblically wise way
- Implement protocols when a staff member's performance is less than desirable
- Complete annual staff evaluations
- Oversee protocols for classroom care and clean-up
- Help guide and instruct in behavioral issues with children
- Problem-solve with staff on various issues with students, parents, coworkers, personal issues, etc.
- Facilitate schedules for common spaces and classrooms, as needed
- Set the tone for staff for how they relate to one another, encouraging them in their day-to-day duties and keeping the vision and mission of The Play School ministry in view
- Minister to staff by engaging with them and being involved in their lives, praying and caring for their needs physically, emotionally, and spiritually
- Encourage and equip staff members to utilize and build upon their strengths in teaching children and ministering to their families
- Create a loving and nurturing work environment, perform special acts of service for staff members, and prioritize time for staff to care for one another

School Management

- Monitor supply needs, program needs, facility needs/repairs, and ministry updates and report to the Children's Ministry Director
- Manage sickness outbreaks and communicate with the Children's Ministry Director for solutions
- Engage with parents through communications on BAND (social media outlet)
- Communicate announcements, updates, closings, etc. on BAND
- Work with the Children's Ministry Director to plan special programs for parents, such as Christmas program, open house, end-of-the-year program/graduation, etc.
- Work with the Children's Ministry Director to plan special events or fundraisers (community helpers, special guests, etc.)

Ministry to Families

- Assist the Children's Ministry Director in interviewing new families to set the tone of the program and get to know them, offering a safe and caring environment for their children
- Communicate with parents in the event of issues or concerns about their child, modeling gospel grace when speaking to parents
- Act as liaison between parents and teachers as needed (especially in the event of miscommunications)
- Assist the Children's Ministry Director by reinforcing the Bible and a gospel-centered atmosphere for children through music, Bible story curriculum, and basic language of faith

How to Apply

Interested candidates can apply [here](#). Please include a resume and three references, including at least one pastoral reference.