



HiWay Baptist Church

Preschool Director

Purpose: To Lead and develop a comprehensive ministry that encourages children and their families to walk with Christ in everyday life.

Duties and Responsibilities:

- Enlist, train and coordinate workers for Children's/Preschool Ministry.
- Provide a warm and friendly environment for children and families.
- Work with Family Pastor to select appropriate learning materials for preschoolers and children
- Communicate the needs of Children's/Preschool Ministry to Family Pastor and church leaders as appropriate.
- Provide for organizing, set-up and stocking of classroom supplies.
- Coordinates safety protocols for Children's/Preschool Ministry with Family Pastor.
- Regularly evaluates classroom processes in order to address any issues or emergencies that arise.
- Teaches classes as needed.
- Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children activities with Family Pastor.
- Participates in regular Church and Ministry meetings
- Works with Family Pastor to provide an annual Children's/Preschool ministry budget
- Participates in the life and worship of the Congregation.
- Performs other duties as assigned that contribute to the administration and life of the Church.

Accountability:

- Supervision & Annual Performance Review – by Lead Pastor and personnel committee
- Position requires a background check

Personal Qualifications:

- Has a personal, active and growing relationship with God through Jesus Christ.
- Energetic, warm and able to share the love of Jesus to children and their families.
- Able to balance work and family.
- Physically capable of sustained activity.

Professional Qualifications:

- Knowledge, experience, and willingness to learn Biblical child development and religious educational theory and practice.
- Maintains confidentiality as appropriate and accountable with church resources.
- Seeks opportunities to grow professionally.
- Capable of building a team and empowering others.

Send Cover Letter and Resume to: pastorgeorge@hiwaybaptistchurch.org