



**Willowdale Kids' Coordinator  
Jennersville**

**Overview**

The Willowdale Kids Coordinator provides program management and execution of Preschool on Sunday mornings and assists the Director in the operations of the Willowdale Kids Ministry in Jennersville.

**Accountability**

The Willowdale Kids' Coordinator reports directly to the Willowdale Kids' Director.

**Employment Status:** Part-Time (Est 10 – 15 hours weekly including Sunday mornings)

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**Responsibilities**

1. Collaborate with the WDK Ministry team so that its mission and vision align with the overall leadership at Willowdale Chapel which includes involvement in recruiting/training volunteer teams, ensure successful execution of Sunday programs and events and provide timely and relevant communication to volunteers and parents.
2. Oversee curriculum use and implementation including purchase/set up of weekly program materials for preschool areas and management of expenditures and program communication.
3. Oversee organization of all rooms/cabinets/closets.
4. Strategically participate in events as appropriate.

**Qualifications**

- Previous experience volunteering in children's or preschool church ministry or working with children vocationally.
- Have Received Child Protection Clearances