



## Willowdale Kids' Preschool Coordinator Kennett

### Overview

The Willowdale Kids Preschool Coordinator provides program management and execution including coaching and staffing for the Preschool volunteer team while also facilitating the Greenhouse Sunday Program.

### Accountability

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

**Employment Status:** Part-Time (~20 hours weekly)

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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 weekly staff meetings, as required, 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 in collaboration with the Kids' Club Coordinator.
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