



POSITION: ASSISTANT DIRECTOR OF CHILDREN'S MINISTRY, PRESCHOOL

Status: Part-time (20-25 hrs), Non-Exempt

Reports to: Director of Children's Ministry, McLean

ABOUT US

The Capital Pres Family is one church with multiple locations: McLean Presbyterian Church and Capital Presbyterian Fairfax. We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. We currently have two sites (McLean and Fairfax) and are looking to expand to a third site in Reston in 2022.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Assistant Director of Children's Ministry, Preschool supports the vision and mission of the Capital Pres Family at the McLean site. Implements the vision of the Children's Ministry to equip parents and volunteers to love and lead our children to have a foundation of faith for a relationship with Jesus for life. Works in strong collaboration and coordination with the churchwide Childcare Coordinator and the Nursery Assistant Director.

ROLES AND RESPONSIBILITIES

- Coordinate with the CM team to run preschool (ages 3-Pre-K) for Sundays and special events through use of the preschool facility, budget, staffing, and programming
 - Maintain a welcoming, safe, and sanitary environment in preschool rooms/hall
 - Update and maintain age-appropriate materials and activities for all of the preschool rooms
 - Recruit, schedule, and regularly equip preschool volunteers and churchwide childcare workers to provide safe and effective ongoing care for children
 - Honor preschool volunteers throughout the year with genuine relationship and recognition of their service and contribution to the ministry
 - Master use and implementation of e-check-in system to use for setting up rosters and attendance records for all CM events or other events as needed
- Attend CM team meetings and MPC staff meetings as directed by Director of CM
- Take part in planning and implementation of CM/other churchwide special events as needed

- Provide support for parents
 - Establish rapport with parents and maintain good communication regarding preschool policies and programs
 - Contact parents as needed for support
 - Welcome new families, send welcome email and support/answer questions as needed

BUDDY PROGRAM

- Oversee buddy program for kids with special needs in coordination with Director of Children's Ministry
 - Identify children in need for a buddy
 - Meet with DCM and parents to figure out a plan on how we may support child in CM programs
 - Recruit, equip, and honor buddies
 - Communication with parents as needed/on a regular basis

WELCOME DESK/SUPERVISORS

- Oversee welcome desk and hall supervisors in coordination with CM team
 - Master implementation of e-check-in: set-up and usage
 - Recruit, equip, and honor volunteers
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POSITION REQUIREMENTS

- Sinner saved by grace
 - Deep understanding and love for children with a desire to share the gospel with children and families
 - Good knowledge of physical, intellectual, emotional and spiritual development of children
 - Ability to make vision a reality; prioritizing and organizing to execute the vision of CM
 - Strong administrative and teaching skills
 - Ability to establish and maintain effective relationships with colleagues, volunteers, church members, etc.
 - Ability to work with minimal supervision
 - Flexibility to assist in areas outside of typical responsibilities
 - Bachelor's Degree or equivalent experience with preschool aged children
 - Church Membership (a requirement but not a prerequisite)
 - Embody and multiply church culture: a) *Focus*: We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family*: We love our church family -and we want to love each other well; c) *Fun*: God rules and reigns so we can enjoy the ride
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TO APPLY

Submit a cover letter and resume to Nancy McMann, Director of Children's Ministry, McLean (nancymcman@mcleanpres.org).