

PRESCHOOL CO-MANAGER

GOSPEL CITY CHURCH

Department: Children's Discipleship

Summary:

The Preschool Co-Manager is responsible for implementing the Preschool curriculum, overseeing the Sunday morning experience, and maintaining the physical spaces associated with the Preschool ministry.

Reports To: Children's Discipleship Director

Status: Part-Time **Type:** Hourly (25 hrs/week)

Supervisory Role: No

Hours: Sunday-Wednesday

Primary Responsibilities:

1. Oversee Preschool Discipleship
 2. Lead, Manage, & Hold Accountable (LMA) Preschool Sunday Volunteers & Operations
 3. Oversee the Organization of the Preschool Wing
 4. Manage & Hold Accountable (MA) Aspects of Preschool VBS
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ESSENTIAL DUTIES & RESPONSIBILITIES

1. Oversee Preschool Discipleship

- Under the direction of the Children's Discipleship Director, plan and prepare curriculum
- Participate in the planning and execution of other special events involving preschoolers
- Work with our database to prepare schedules, forms, and events

2. LMA Preschool Volunteers & Operations for Sundays

- Help recruit, onboard, and train Children's Discipleship volunteers
- Schedule volunteers
- Help maintain a calm and safe environment in the classrooms and halls

3. Oversee the Organization of the Preschool Wing

- Restock classroom supplies
- Maintain the physical spaces of each classroom, Children's Storage spaces, and Team Room organizationally
- Order necessary supplies

4. LMA Aspects of Preschool VBS

- Equip VBS station leaders
- Assist in writing or editing curriculum
- Assist in decorating the preschool spaces
- Manage administrative tasks

Other General Church Duties

- Participate in all required events and activities for Gospel City Church staff, such as Sunday gatherings (including major holidays), staff meetings, prayer meetings, special events, continuing education events, training opportunities, etc.
 - Other responsibilities may be added as new ministry needs arise and personal gifting develops.
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QUALIFICATIONS

- Bachelor's Degree in ministry or education is preferred
 - 3+ years working or volunteering with children
 - Strong organizational and administrative skills
 - Demonstrated leadership experience in building and managing volunteer teams
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SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
 - Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
 - Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
 - Models servant-hearted leadership—willing to do both visible and behind-the-scenes tasks with joy
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OTHER SKILLS / COMPETENCIES

- **Leadership & Collaboration** – Able to support and execute the vision of the Director of Children's Discipleship while leading volunteers with clarity, humility, and care.
- **Administration & Systems** – Strong ability to design and manage processes, schedules, and projects from start to finish; able to steward a ministry budget.

- **Problem-Solving & Initiative** – Able to troubleshoot quickly and calmly under pressure; proactive in identifying and addressing issues before they become problems.
- **Time Management** – Able to prioritize multiple projects and events, working efficiently in a fast-paced environment with shifting demands.
- **Team Player** – Low-drama, high-ownership; contributes to a positive staff culture across departments.