



GracePolarisChurch

Position Available at Grace Polaris Church

POSITION TITLE

Grace Kids Preschool–Kindergarten Coordinator

WORKING HOURS

15 Hours/Week

SALARY RANGE

Compensation for this position is based on education and/or experience.

DESCRIPTION

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. The Grace Kids' ministry leads this effort among children as by developing relationships with families to disciple kids to trust Jesus as Savior, know His Word, and live out their faith. Ephesians 4: 11–16 is a guiding passage for the coordinator roles.

FOCUS

The preschool–kindergarten coordinator's role is imperative to creating a welcoming, engaging, educational, and Christ-centered Sunday morning for children and their parents. The coordinator equips their volunteer team to create an environment where children feel comfortable at church and can begin to understand who Jesus is and what that means for them. This is accomplished through careful planning of small group lessons and activities with intentionality given to age appropriateness, developmental abilities, and precise time management on a Sunday morning. Another necessary component- having FUN! Lots of smiles, laughter, and genuine excitement for how God is moving amidst our ministry area permeates our time together both in office and around our building on Sunday mornings.

TEAMWORK

The preschool–kindergarten coordinator works under the supervision of the Grace Kids Director and Assistant Director. While executing specific details of the role is done independently, much collaboration occurs between directors and all the coordinators to ensure that we are offering a seamless Sunday morning experience for our families and their children. It is crucial to maintain open lines of communication within our Grace Kids team and to adhere to specific curriculum plans and events. We welcome creativity, ingenuity, and thoughtful critique as we challenge each other to utilize our God-given strengths and abilities for His glory and the good of our church family.

Main Campus
8225 Worthington Galena Road
Westerville, Ohio 43081

Administrative Offices
8724 Olde Worthington Road
Westerville, Ohio 43082

Mailing Address
PO Box 1650
Westerville, Ohio 43086

GracePolaris.org
Info@GracePolaris.org
614-888-7733



GracePolaris**Church**

RESPONSIBILITIES

- Oversees weekly on-sight Sunday morning ministry for both service times
- Recruits, equips, assigns, and maintains accurate records for weekly volunteers
- Weekly lesson planning that includes editing and distributing curriculum and supplies
- Anticipates supply needs for advance ordering and distribution
- Maintains orderly classrooms and collaborates with Grace Early Childhood Center staff for effectively sharing our spaces
- Sends weekly email to update the volunteer team and provide Sunday curriculum
- Collaborates with Grace Kids staff to allow each other times to enter into corporate worship
- Builds relationships with parents and their children

QUALIFICATIONS

- Affirms and embodies Grace Polaris Church beliefs and values
- Desires to serve children and their families on Sunday mornings
- Excellent communication skills
- Ability to seek out new individuals and lead recruitment conversations
- Self-motivated with strong organizational and time management skills
- Strong computer skills
- Ability to problem solve and be flexible with last minute changes/ needs

INSTRUCTIONS

If you are interested in joining our team in this position, please fill out the application for employment online or download the application and email it to Human Resources Director Mindee Berg (Mindee.Berg@GracePolaris.org).