

**LATITUDE KIDS JOB PROFILE**

**PRE SCHOOL**

**DIRECTOR**

**UPDATED 2/12/24**

**L A T I T U D E**

**Job Title:** PreSchool Director  
**Location:** Latitude Church  
**Job Type:** Part-time (Casual)  
**Hours:** up to 8 per week  
**Start Date:** As soon as possible

As the Latitude Kids Preschool Director, you will play a crucial role in ensuring that our youngest members are welcomed into a nurturing, safe, and spiritually enriching environment. Working closely with the Latitude Kids Director, your mission will be to maintain and enhance the preschool's atmosphere, making it a place where children can experience Jesus on their level. This role is pivotal in supporting the overarching vision of Latitude Church, aiming to make a lasting discipleship impact on preschool-aged children. The position demands a blend of administrative prowess, relational finesse, and a supportive demeanor to effectively contribute to our team and community.

### **Key Responsibilities:**

- **Encouragement Shout-Outs:** Initiate motivation by sending weekly messages to acknowledge team members who have demonstrated exceptional dedication or achievement.
- **Lesson Bags Preparation:** Replenish craft supplies according to the week's lesson requirements. Print and distribute the lesson plan into designated binders, ensuring monthly preparations are up to date.
- **Servant Leader Confirmation:** Regularly confirm the availability of each servant leader for the upcoming Sunday, maintaining smooth operation and staffing.
- **Connect Group Hosting:** Facilitate or promote the connect group during the 1st or 3rd week of the month, fostering community and engagement among families.
- **Communication via Slack (Thursdays):** Announce room assignments for the upcoming Sunday. Share encouraging messages and pertinent announcements for the week.
- **Event Planning:** Take the lead in preparing and planning for special events that fall outside the regular Sunday activities, enhancing the kids ministry experience.
- **Snack Cup Maintenance:** Ensure snack cups are taken home for cleaning and returned clean for use, upholding hygiene and safety standards.

### **Monthly Tasks:**

- **Back Stock Closet Inventory:** Conduct a thorough inventory of the back stock closet. Update the inventory sheet in Excel with the latest details to keep track of supplies.
- **Lesson Preparation:** Print and organize lessons for the entire month. Place these lessons in the appropriate binders for easy access and efficient teaching.
- **Inventory Ordering:** Assess and order any inventory items that are running low or have been depleted, ensuring a continuous supply of necessary materials.
- **Craft and Activity Supplies:** Order all necessary craft and activity supplies for the month's lessons, ensuring creativity and engagement in learning activities.
- **Bible Bags for New Guests:** Manage the ordering of Bibles as needed and prepare welcoming Bible bags for first-time guests, making their first visit memorable and engaging.

### **Candidate Profile**

The ideal candidate for the Latitude Kids Preschool Director position will possess a strong administrative background, excellent relational skills, and a supportive nature. A passion for early childhood education, coupled with a commitment to fostering a spiritual foundation for young children.

### **Qualifications:**

- Passion for church ministry and community engagement.
- Strong technical skills in sound and production.
- Excellent team-building and leadership abilities.
- Ability to work flexibly and adapt to changing needs.
- Strong organizational and planning skills.

**Availability: Maximum hours (8), can be changed negotiated.**

***\*Only an Example schedule\****

- Mondays: 9:00 AM - 10:30 AM
- Wednesdays: 9:00 AM - 10:30 AM
- Thursdays: 10:00 AM - 3:00 PM