



# PK - Kindergarten Coordinator

St. James Church

Kansas City, MO | PART-TIME (9 hrs. weekly, add'l 18 hrs annually)

This is a part-time position for someone with a love for God, students, and Christian Ministry. The ideal candidate will envision new ways to reach out to our wider community, tell the stories of transformation happening in our families, and mobilize new team members to execute children's ministry. We are looking for a vibrant Christian who serves out of the overflow of their relationship with Jesus Christ, is energized by working in a collaborative environment, and is appreciative of the depth and vitality of the United Methodist tradition.

## Responsibilities:

1. Visionary Leadership
  - Prayerfully discern where God is leading.
  - Provide leadership for preschool/elementary school ministry structures and programming.
  - Envision new and strategic ways to make disciples of St. James students and families through the lens of our overall church vision in partnership with the Next Generation Ministry Team.
  - Execute the vision for preschool/elementary ministry in a way that inspires and engages the congregation.
  - Execute the communication strategy with regular news and updates so that children and caregivers can be easily informed and engaged in ministry events.
2. Develop and execute weekly ministry to students ages Preschool – Kindergarten of St. James and our wider community including:
  - Facilitate weekly Sunday morning children's Christian education group.
  - Administer weeknight or weekend preschool through kindergarten group activities when applicable.
  - Implement curriculum in partnership with the Children and Student's Ministry Team Lead or Interim Lead.
  - Collaborate with the Next Generation Team Leaders to identify inactive preschool to kindergarten grade children.
  - Provide leadership presence on Sunday mornings and during scheduled ministry activities and events.
3. Plan and execute special events.
  - Plan and implement fellowship events to engage students in community life.
  - Envision new events and mission opportunities for preschool/elementary students and families.
4. Perform other duties to students and families
  - Support, encourage and resource students and families as needed for mental, emotional, and spiritual health with the assistance of the ministry team's Lead and the Executive Director.
  - Pray for parents, students, families and leaders.
5. Staff duties
  - Gain a basic understanding of Methodist traditions.
  - Support the integration of preschool through fourth grade students into other St. James initiatives, auxiliaries and ministries.
  - Record and submit attendance for all children's programs and events
  - Maintain a comprehensive calendar of events

- Attend Next Generation Team meetings
  - Observe mandated employee systems and procedures including Safe Gatherings, inventory, ordering/purchasing and leave.
  - Schedule and support ministry volunteers
  - Report to the Children and Student's Ministry Team Lead or Interim Lead
  - Maintain First Aid, CPR and AED Certifications
6. Personal Development
- Practice personal spiritual development and disciplines
  - Actively participate in the St. James community
  - Ongoing ministry development and training
  - Network with like-minded ministry leaders
7. Other duties as assigned

**Qualifications:**

1. An active disciple of Jesus Christ
2. A minimum of five years of proven experience working with children
3. Demonstrated passion for children's ministry, and activities of being service oriented, mission minded, and outreach driven
4. Strong Microsoft Office skills and a working aptitude with various multiple platforms.
5. Ability to perform work with a high level of accuracy and confidentiality
6. Detail oriented with strong organizational and prioritizing skills
7. Excellent command of English composition and punctuation
8. A self-motivated, and dedicated team member

**Knowledge, Skills & Experience:**

- Exhibit professionalism through a well-groomed appearance, conscientious work ethic, administrative ability and accountability.
- Be ever conscious of the need for confidentiality exercising discernment and wise judgment.
- Be willing and able to work at a fast pace within a variety of settings, groups/ teams and circumstances with composure and flexibility.
- Be available and willing to work evenings and weekends.
- Be a person who gives extreme attention to detail with an eye for excellence.
- Have the willingness to seek new information, training, and resources as needed.
- Be a self-starter, good at multi-tasking and prioritizing projects.
- Possess strong administrative skills, and the ability to work independently without supervision.

This position reports to the Children & Students Team Lead or Interim Lead

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Closing Date: 10/1/2024