

PRESCHOOL & K4 COORDINATOR

Overview:

Eastbrook Church lists “Growing Disciples” among its five vision objectives, and this extends to the youngest members of our church congregation. In Eastbrook Kids children’s ministry, we seek to offer Biblically sound, age-appropriate ministry to disciple children from Nursery through the 4th Grade. In the early years of preschool and K4, children form their impressions of God, of following Jesus in daily life, and of participating in a church community. The Preschool/K4 Coordinator appreciates the significance of this stage of child development, and seeks to offer children and their parents vibrant ministry opportunities including Sunday School, seasonal playgroup sessions, FaithMarkers and other special events throughout the year.

Employment Information:

This is a part-time, non-exempt, hourly position, approximately 20 hours/week. Must maintain regular (though flexible) office hours as well as Sunday mornings, and occasional special events.

Reports to:

Senior Director, NextGen Ministry

Responsibilities:

- Recruit, onboard, and train a team of volunteer teachers, helpers, and greeters for preschool and K4 classes.
- Maintain regular communication with volunteer team re: lesson preparation (using The Gospel Project Curriculum), classroom management, safety issues, and encouraging children in faith development.
- Welcome new parents and communicate with them as needed through update emails, or personal conversations, and through FaithMarker events.
- Manage Sunday morning classes, filling in substitute teachers or combining classes as needed, handling emergencies.
- Maintain a supply of toys, supplies, snacks, and first aid for all the classes.
- Implement special events including Apple-ooza! (2 yr old FaithMarker), Living Forever (4 yr old FaithMarker), winter playgroup, and Preschool VBS.
- Collaborate with NextGen team members to organize and host special events such as Fall Festival, Advent Night, and Preschool/K4 Good Friday session.

Qualities and Qualifications:

- Must demonstrate a mature, vibrant, and growing relationship with Jesus Christ and support Eastbrook’s Statement of Faith, Mission, Vision Objectives, and Code of Ethics.
- Must have experience working with young children and their families.
- Must possess a bachelor’s degree in education or educational ministry or a related field.
- Must have strong leadership, organizational, and communication skills. Must work collaboratively with other ministry staff and volunteers.
- Must possess proficiency in Microsoft Word, Excel, PowerPoint or similar platforms.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *“After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And*

they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"(Revelation 7:9-10)

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."(Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.