



A Good Place To Find Life.

**Position: Hope Kids Preschool Coordinator: Evening Service**

**Hours: 20 hours/week\***

**Department: Hope Kids**

**FLSA Status: Non-exempt**

**Reports To: Hope Kids Lead Pastor, CariJoy Johnson**

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## **OVERVIEW**

The Preschool Coordinator will help bring HOPE's mission and vision to life by creating engaging experiences and meaningful relationships where preschoolers can find life and purpose through Jesus Christ. As the primary leader for HOPE Kids Preschool during HOPE's 4:30 pm service, this person will ensure that children encounter the Gospel in a creative and dynamic way, guiding them through worship, teaching, and small group discussions. They will also support families in key milestones like Salvation, Baptism, and spiritual growth, equipping parents to disciple their children beyond Sunday services.

The ideal candidate is a passionate and adaptable leader who thrives in relational ministry, excels in teaching and organization, and is committed to helping the next generation take their next steps with Jesus. This role will also provide logistical and leadership support for volunteers, ministry spaces, and special events, ensuring that every child who walks through our doors experiences the love and truth of the Gospel in a way that is both accessible and transformative.

## **RESPONSIBILITIES**

### **Teaching & Discipleship**

- Serving as the primary leader for birth-preschool during HOPE's 4:30 pm service, including leading large group teaching and ensuring high-quality small and large group experiences
- Adapting, preparing, and implementing curriculum to create engaging and developmentally appropriate learning environments
- Assisting in the development and distribution of a discipleship pathway that equips parents to guide their children's spiritual growth
- Helping to cast vision for the next steps in a child's faith journey
- Supporting families through key milestones, including Salvation, Baptism, introduction to God, Jesus, and faith, and transition to kindergarten
- Regularly observing preschool small and large group environments to provide feedback and ensure excellence in teaching and engagement

### **Volunteer & Ministry Support**

- Leading the pre-service huddle and collaborating with the HOPE Kids Volunteer Coordinator to retain volunteers for the evening service
- Preparing spaces to welcome and engage families during the evening service

- Coordinating and supporting supply-prep teams for monthly large and small group
- Serving in preschool environments as needed to ensure smooth operations and a welcoming atmosphere
- Helping maintain facilities, hardware, and software in the HOPE Kids wing

### **Team Participation & Church Engagement**

- Participating in HOPE Kids team meetings, curriculum planning sessions, and all-staff devotions
- Attending and supporting Family Ministry events (e.g., Jingle Jam, Easter, Christmas Eve, Volunteer Gatherings)
- Performing other duties as assigned by supervisors to support the overall mission and vision of HOPE

### **EXPECTATIONS**

- A vibrant and growing relationship with Jesus Christ
- Can fully support the vision, mission, values, theology, and methodology of HOPE
- Strong interpersonal and communication skills, with the ability to interact effectively with individuals of diverse backgrounds and abilities
- Ability to work collaboratively as part of a team and take direction from the HOPE Kids Lead Pastor and Preschool Lead
- Willingness to undergo background checks and training as required by the church
- Attend and participate in weekly HOPE Kids team meetings to preview the next month's curriculum and Sunday experiences
- Attend monthly Family Ministry team meeting
- Support in "All Play" Family Ministries events (Family Experiences, Jingle Jam, Easter, Christmas Eve, Volunteer Gatherings, etc.)

### **PHYSICAL DEMANDS**

- Ability to stand, sit, and move around for extended periods
- Ability to lift and carry equipment and supplies as needed
- Comfortable working in a dynamic and sometimes noisy environment

### **EXPECTED HOURS OF WORK\***

\*PLEASE NOTE: If this role appeals to you but the schedule or hours are a concern, please contact us at [hr@hopecentral.com](mailto:hr@hopecentral.com), as some flexibility may be available.

- Sunday evenings, 3:30 pm – 6:30 pm
- Tuesdays, 9:30 am - 2:30 pm
- Wednesday, 9:30 am - 11:30 am
- Thursday, noon - 4 pm
- Remainder: flexible hours to include prep, leader care, and special events

To apply, please submit the following to [hr@hopecentral.com](mailto:hr@hopecentral.com)

- Cover Letter
- Resume
- [Hope Application for Employment](#)