



## **PRESCHOOL ASSOCIATE**

### **JOB DESCRIPTION**

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#### **GENERAL DESCRIPTION**

The Preschool Associate will help First Manchester fulfill our mission of making disciples of Jesus through assisting in our ministry to Newborns through Pre-K. This position is part-time position with approximately 10 hours per week. This position reports to the Director of Kids Ministry.

#### **RESPONSIBILITIES**

##### **Sundays & Wednesdays**

- Set up and tear down preschool check-in stations.
- Serve as point of contact for preschool volunteers and parent questions.
- Check rooms for safety, supplies, and any issues.

##### **Curriculum & Materials Prep**

- Prep lesson bins and organize preschool supplies.
- Track and restock consumables (snacks, wipes, cups, craft items).
- Ensure rooms are clean, safe, and ready for each session.
- Check classroom materials and toys regularly, report damaged items

##### **Scheduling & Systems**

- Assist with volunteer and paid staff schedules, time sheets, and coverage.
- Help recruit, onboard, and train preschool volunteers and staff.

##### **Check-In System**

- Manage preschool check-in stations and troubleshoot issues.
- Assist families, especially new visitors, during check-in.

##### **Event Support**

- Help prep and assist with preschool activities at kids events

#### **EXPECTATIONS**

- Model a Christ-centered, positive attitude with kids, parents, and volunteers.
- Follow safety and child protection policies at all times.
- Report to the Kids Director for any additional kids ministry needs
- Attend one of our Sunday Worship services
- Have all time-off approved by the Kids Director.

#### **HOURS**

- Sundays 8 AM-12 PM (1 hour off for Worship)
- Wednesdays (5:30-7:30 PM)
- During the Week (4-6 hours) for prep, administrative, work, and special events.

#### **COMPENSATION**

- \$7,800 per year (\$15 per hour)
- 2 Weeks of Paid Vacation (2 Sundays & 2 Wednesdays)