

# JRNY Kids Preschool Director

<b>Position Summary</b>	The JRNY Kids Preschool Director is responsible for leading and supporting the preschool team through clear communication, scheduling, preparation, and Sunday execution. This role helps create a safe, fun, organized, and spiritually engaging environment where preschool-aged children can learn about Jesus in a way they understand. The Preschool Director oversees curriculum preparation, crafts, room supplies, teammate communication, and preschool rooms readiness so the team is equipped each Sunday.
<b>Employment Type</b>	Full-Time // Sunday-Thursday

## KEY RESPONSIBILITIES

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### 1. Preschool Team Leadership & Communication

- Lead weekly communication with preschool teammates
- Keep teammates informed, encouraged, and prepared for Sunday
- Communicate updates, expectations, reminders, and schedule changes clearly
- Provide direction and support before and during Sunday experiences
- Help build a positive, unified, and prepared preschool team

### 2. Scheduling & Sunday Team Readiness

- Oversee preschool team scheduling for Sunday experiences
- Monitor scheduling needs, gaps, declines, and replacements
- Follow up with teammates regarding availability and confirmations
- Communicate staffing needs and updates to JRNY Kids leadership
- Ensure preschool rooms are properly staffed and ready each Sunday

### 3. Curriculum Editing & Craft Preparation

- Review and edit preschool curriculum to make sure it is clear, age-appropriate, engaging, and aligned with JRNY Kids culture
- Prepare weekly lesson materials, crafts, and activities for preschool rooms
- Make sure Bible stories, talking points, and activities are easy for teammates to lead
- Gather, organize, and portion out supplies needed for each classroom
- Adapt curriculum or crafts as needed to better serve preschool-aged children

#### **4. Preschool Room Organization & Restocking**

- Keep preschool rooms clean, organized, stocked, and Game Day Ready
- Restock supplies such as snacks, wipes, diapers, gloves, labels, tissues, cleaning supplies, curriculum materials, and classroom essentials
- Check classrooms regularly to make sure supplies are available and easy to find
- Communicate when items need to be reordered
- Help maintain safe, welcoming, and excellent preschool environments

#### **5. Parent & Child Experience**

- Help create a warm and welcoming experience for preschool children and families
- Support teammates in caring for children with patience, joy, and excellence
- Partner with parents when needed to answer questions or communicate updates
- Help preschoolers feel safe, loved, and excited to come to church

#### **6. Administrative Support**

- Maintain organized systems for curriculum, crafts, supplies, and team communication
- Track preschool needs and bring updates or solutions to JRNY Kids leadership
- Assist with attendance, classroom prep, supply lists, and preschool ministry details
- Support JRNY Kids events or special Sundays as needed

### **LEADERSHIP EXPECTATIONS**

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- Lead with kindness, clarity, and consistency
- Champion JRNY Kids culture in every interaction
- Be organized, prepared, and proactive throughout the week
- Support teammates in a way that helps them feel confident and cared for
- Create safe, excellent, and welcoming environments for children and families

### **CORE COMPETENCIES**

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- Strong communication and follow-through
- Highly organized and detail-oriented
- Ability to lead, encourage, and support teammates
- Comfortable managing schedules and weekly preparation
- Creative and confident with curriculum, crafts, and classroom materials
- Able to maintain supplies, systems, and room organization
- Passion for serving children and families
- Alignment with JRNY Church's mission, vision, and values

## **SPIRITUAL EXPECTATIONS**

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- Demonstrates a growing, authentic relationship with Jesus
- Models humility, integrity, and a servant-hearted attitude
- Leads with spiritual maturity and care
- Passionate about helping children know Jesus from an early age
- Represents JRNY Kids and JRNY Church with excellence, kindness, and faithfulness

## **SUCCESS MEASURES**

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- Preschool rooms are consistently stocked, organized, and ready for Sunday
- Preschool teammates receive clear communication and feel prepared to serve
- Schedules are monitored and staffing needs are handled proactively
- Curriculum, crafts, and supplies are prepared ahead of time and easy for teammates to lead
- Preschool children experience a safe, fun, and spiritually engaging environment
- Parents feel confident and cared for when dropping off their children
- Preschool ministry reflects the heart, culture, and excellence of JRNY Kids

## **SALARY & BENEFITS**

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Salary will be discussed following the interview. All staff are paid weekly on Thursday for the previous week's efforts.

### **Full-Time staff receive:**

- Health Insurance (if needed)
- Paid Vacation
- Paid Holiday Leave
- 401(k) retirement plan with employer match

If you believe you'd be a great fit, send your resume and a brief introduction to [jobs@jrny.church](mailto:jobs@jrny.church).