



## CROSSROADS CHURCH | JOB DESCRIPTION

<b>Position Title:</b>	Nursery & Preschool Coordinator (Ontario Campus)
<b>Department:</b>	Family Ministry
<b>Reports to:</b>	OC Kids Director & Kids Director
<b>Oversees:</b>	Classrooms, Curriculum, Parent Relations, and Volunteers for Infants - Kindergarten at the Crossroads Ontario Campus
<b>Hours:</b>	Part Time; 10 hours

### Position Summary:

The Nursery and Preschool Coordinator provides vision, leadership, and hands-on oversight for Crossroads Ontario Campus Nursery and Preschool Ministry. This role actively pursues and equips new volunteers, offers ongoing training and guidance to team leaders, and fosters meaningful relationships with both volunteers and families to cultivate a Christ-centered, nurturing environment. The Coordinator oversees scheduling, curriculum implementation, classroom coverage, and organization of resources, crafts, and materials, while consistently evaluating ministry effectiveness and staying current with early childhood trends. Working under the direction of the Crossroads Kids Director and Ontario Campus Crossroads Kids Director, this position requires faithful participation in all staff meetings and Kids Ministry gatherings, along with a willingness to perform additional duties as assigned in support of the overall mission of the church.

### Key Responsibilities:

- Recruit, train, shepherd, evaluate, motivate and manage volunteer staff for Nursery and Preschool Ministry.
  - Recruiting – always actively pursuing new potential volunteers.
  - Training – responsible for training new and existing volunteers. Provide direction and guidance for team leaders.
  - Shepherd – Develop relationships with volunteers and children. Make it a point to get to know your entire team.
  - Evaluate – Always look for ways to improve the ministry. What's going well, what needs to be improved? Keep current on trends for the nursery and preschool age child.
  - Motivate – encourage volunteers and team leaders (notes, birthday cards, etc.).
  - Manage – coordinate schedules, make sure curriculum, snacks, crafts, etc are organized - Provided by coordinators at Mansfield Campus). Cover classrooms when needed. Keep Resources organized.
- Evaluate and manage curriculum programs for Nursery and Preschool areas.



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- Send out Sunday morning lesson plans to teams at the beginning of each month.
- Help plan/coordinate Special Events and Wednesday night classes (*Newer structure coming in 2026*)
- Perform other duties as assigned under the general direction of the Crossroads Kids Director and Ontario Campus Crossroads Kids Director
  - Keep track of attendance weekly
  - Attend ALL Staff Meetings/Staff Chapels (Wednesdays mornings) & Kids Ministry Staff meetings (Wednesday afternoons)
  - Occasionally provide communications to parents, and the congregation. (program announcements, letters to parents, flyers, etc.)

### **Proficient In:**

- Macbook Pro
- Gmail/Google Docs/Keynote
- Church Community Builder
- Metrics App
- Current Technology

### **Qualifications:**

- A growing personal relationship with Jesus Christ and alignment with the mission and values of Crossroads Church.
- Active membership and faithful attendance at Crossroads Church.
- Must love and serve Jesus Christ above all others, be mature in your Christian faith, and consider this position a call from God.
- Be committed to the ministry of Crossroads, maintaining a positive, team-player attitude.
- Be an encourager and motivator, caring and shepherding our children and their families, and team members serving in the Early Elementary Ministry.
- Be self-driven – willing to be stretched and continually learning.
- Must be able to multi-task and be flexible.
- Have the ability to organize, delegate, recruit, train, listen and understand the needs of early elementary children and their families.
- Have strong leadership skills, able to work in a fast-paced environment and keep a calm appearance.
- Must have 5 C's – Chemistry, Calling, Character, Culture, Competency.
- Experience in nursery/preschool ministry preferred.