



Preschool Director

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ.

ROLE SUMMARY

To serve our Kids and Family Ministries by providing leadership, vision, and direction to our Preschool Ministry. This includes birth through pre-K kids as well as Adult Team Members. We are looking for a candidate who can cultivate a strong personal calling and belief in Preschool Ministry into a healthy, innovative ministry.

KEY RESPONSIBILITIES

Spiritual Formation & Development

- Lead himself/herself and his/her family spiritually and ensure that he/she is leading from a healthy soul.
- Work with the Kids Team to create overall vision, direction, structures, and programming to meet each kid where they are in their faith journey and help provide applicable next steps on the journey to become a fully-devoted follower of Jesus.
- Implement for our Preschool Ministry West Ridge's discipleship strategy of **LOVE** God, **GROW** in Faith, **SERVE** Others, and **SHARE** Jesus so that we can help kids begin this at an early age.

Ministry to Kids

- Find and recruit adults who have a calling and burden for Preschool Ministry and cast compelling vision to help onboard those adults into the ministry.
- Equip, train, and empower adult leaders to care for and build relationships with Preschool kids as well as their Parents.
- Provide weekly Biblical teaching to Preschool Kids that presents the Gospel in a clear, effective way and provides the tools necessary to help kids learn about Jesus and begin to follow Him. This includes the Large Group Bible Stories as well as Small Group curriculum that is given to each classroom/group.
- Help create a fun, engaging, and welcoming environment that draws preschool kids and parents into the Ministry.

Ministry to Leaders

- Continually cast vision to leaders to keep them bought in and remind them of the part they play to accomplish that vision.
- Provide ongoing training, soul care, and support for every leader on the Leadership Pipeline.
- Create opportunities for leaders to use their giftings and share ownership and implementation of the work of the ministry.
- Work with the Kids Ministry Team to discuss ideas and plan ways to help Leaders build community and provide appreciation throughout the year.

Ministry to Parents

- Effectively partner with parents and help equip them as the primary disciple maker of their Preschooler throughout the week.
- Build quality systems and structures in the ministry that builds trust and gives parents confidence in their preschooler's emotional, spiritual, and physical well-being.
- Provide stats, resources, and training to parents that helps them navigate through the preschool years.
- Recruit parents to be part of the overall vision of the ministry and create an environment that welcomes involvement from parents.
- Be accessible to parents and provide care for them and their family as necessary.

West Ridge Church

Weekly Programming Responsibilities

- Plan out the Large Group and Small Group Curriculum for the year in advance based on Family Ministries Scope and Sequence Document.
- Organize and Prepare Preschool Ministry service elements.
- Raise up Team Members to help serve and lead key areas on a Sunday morning, including but not limited to Check-in Desk, First Time Families, Security, Small Group Leader, Coach, Head Coach, etc.
- Schedule Team Members each week.
- Meet with Creative Arts Team throughout the year to discuss songs and Large Group elements, request graphics, and other communication details (Social Media, website updates, etc.)
- Provide Small Group questions and content for leaders.

Other Responsibilities

- Work with other ministries to provide Childcare for meetings and events.
- Create a strategy and plan for Baby Dedications throughout the year that can celebrate the importance of parents raising their kids to know God and walk with Him.
- Work together with other Family Ministries Pastors and Directors to help implement overall strategy of effectively raising up the Next Generation of kids and students.
- Attend all Weekly and/or Monthly All Staff Meetings, Trainings, and Pastor/Director Meetings.
- Work with Kids Ministry Team to plan out and implement the aspects of SURGE Camp.
- Operate within West Ridge Church employee guidelines
- Be part of a rotation of West Ridge Pastors & Directors who serve as Minister On Call to help with hospital visits, pray with people who need to talk to a pastor, etc.

QUALIFICATIONS & REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- 4 year Undergraduate Degree
- 5+ years work experience in Early Childhood Education or Ministry
- Excellent written and verbal communication skills.
- Demonstrable competency in Microsoft Office
- Successful goal setting, follow-up, and achievement skills.
- Ability to focus and specialize on specific task
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Positive interpersonal, influence and issue free skills.

Schedule: Monday-Thursday, Sunday

Average Hours/Week: 40-45 (extra hours during key events like Surge Camp, Christmas/Easter, Baby Dedications, etc.)

Status: Full Time, Exempt

Location: West Ridge Church - Dallas, GA

Reports To: Family Ministries Pastor

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.