



Preschool Ministry Assistant

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

The Preschool Ministry Assistant will report to the Preschool Director and support the Preschool Ministry team with the daily operations of Sunday ministry, team development, and parent communication. This role will include support to the Childcare Coordinator with the daily operations of childcare. This role helps ensure safe, engaging, and spiritually nurturing environments for children and families.

KEY RESPONSIBILITIES

- Support to Preschool Director (Up to 10 Hours Weekly)
- Sunday Ministry Support
 - Assist with Sunday set-up, preparation, and classroom readiness.
 - Help oversee teams during each service, ensuring coverage and smooth operations.
 - Interact with parents and team members, providing leadership and resolving situations that require intervention.
- Team Development
 - Train new team members and support continued development and training for current volunteers and staff.
- Special Events & Services
 - Assist with Family Dedication services, including preparation, organization, and day-of support and set-up.
- Support to Childcare Coordinator (Up to 10 Hours Weekly)
- Staffing & Operations
 - Assist with scheduling childcare staff to maintain proper child-to-adult ratios.
 - Follow up with staff regarding call-ins, shift confirmations, and schedule changes.
 - Communicate with parents regarding childcare availability, changes, accept/decline responses, and general inquiries.
- Training & Development
 - Help onboard and train new childcare team members.
 - Support ongoing development and coaching of current staff.
- Curriculum & Materials
 - Assist with preparing curriculum, activities, and materials needed for weekly childcare and special events.
 - Help organize supplies and ensure classrooms are properly equipped.

Additional Expectations:

- Attend staff prayer time on the 1st Wednesday of each month, 9:00–10:00 am.
- Attend staff development on the 3rd Wednesday of each month, 9:00 am–1:00 pm.



WEST RIDGE
CHURCH

Qualifications & Skills

- Experience working with children or in ministry settings.
- Strong communication and interpersonal skills.
- Ability to lead, train, and support teams.
- Organized, dependable, and able to multitask.
- Positive, ministry-minded attitude with a heart for children and families.

Schedule:

- Up to 10 hours weekly supporting Preschool Director
- Up to 10 hours weekly supporting Childcare Coordinator

Average Hours/Week: up to 20 hours weekly

Status: Part-Time, Non-Exempt

Location: West Ridge Church – Dallas GA

Reports To: Preschool Director

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.