



Job Title: Preschool Director

Location Position is Available: Panama City Campus

Do you love KiDS and want to partner with parents to help their kids build the foundation of the faith? Do you want to be part of a team that believes that God created every child with a purpose and that KiDS can do big things? Do you want to be part of creating a place where every child is welcome and can find authentic relationships?

Responsibilities:

Sunday:

- Hours 6:15-12:30; 4:30-6:30.
- Ensure rooms are ready for arrival, look and smell clean, thermostats set, supplies available.
- Assist in overseeing Sunday morning operations.
- Cover any volunteer needs that arise.
- Assist volunteers and families as needed.

Weekly/Ongoing:

- Recruit volunteers for preschool ministry.
- Resourcing basic supplies for preschool rooms.
- Burn DVD for Large Group.
- Check equipment periodically for wear, appearance and cleanliness, wash sheets and seat covers once a month.
- Oversee series decorations every series launch.
- Attend Growth Track as a KiDS representative.
- Oversee paid child care (Growth Track weekly and PC Events)

As Needed:

- Special projects such as Baby Dedication, Birthday Party for Jesus, Fall Recruitment, Church wide projects and events.
- Participate in staff meetings and trainings.
- Display great organizational skills.
- Work well with a team.
- Learn and be self-motivated.
- Think in terms of solutions.
- Computer skills

- Willingness to do whatever it takes to help kids find and follow Jesus!

Schedule:

20 hours total per week

Monday – Thursday (12 hours)

Sunday (8 hours)

**APPLICATION REQUIREMENTS:**

- Membership at Northstar Church or at your own home church
- Serve on a volunteer team at Northstar Church or at your own home church
- Faithful history of tithing at Northstar Church or at your own home church

**APPLICATION INSTRUCTIONS:**

- Fill out the Application for Employment: <https://northstarpc.wufoo.com/forms/s7p7r3/>
- Make sure you've completed each of the steps; we will not consider any applications that are not complete. Please make sure to follow all the instructions correctly and completely. We ask that you do not contact staff directly regarding your application once you have submitted.
- If you have a question about your application please contact us at: [apply@northstar.cc](mailto:apply@northstar.cc)