

Preschool Ministry Director (Half-Time)



Hamblen Park Preschool, a ministry of Hamblen Park Presbyterian Church, is seeking a Preschool Director to lead the preschool as an outreach of HPPC. We are seeking an individual who is innovative, organized, possesses strong communication skills, is passionate about early childhood education, and has the ability to build a strong and cohesive team within the preschool. The Preschool is open to children of all spiritual backgrounds between the ages of three and five years old.

We are seeking applicants with a minimum of a bachelor's degree in education, ministry, theology, or related field, or equivalent experience for this half-time position. Please send resumes to Hamblen Park Presbyterian Church Pastor of Care and Outreach, Jennie Barber (jennieb@hamblenpres.org, 509-448-2909).

Preschool Ministry Director (Half-Time)



Mission Statement: HPPC grows active followers of Jesus Christ and builds his community.

Purpose: To lead the preschool ministry as an outreach of HPPC.

Accountable to: Pastor of Care and Outreach

Essential Duties:

1. Develop and oversee an excellent preschool curriculum to reflect evidence-based academic, social, and motor skills development.
2. Create and implement an engaging preschool program to include learning opportunities that extend beyond the classroom. These may include, but are not limited to, music programs, activity days, field trips, guest speakers, and service/neighborhood projects.
3. Collaborate with other leaders to build and communicate connections between preschool families and the church community.
4. Build and lead a great staff and volunteer team.
5. Resource and equip Session Elder.
6. Conduct marketing and registration.
7. Prepare the annual preschool budget and calendar.
8. Ensure compliance with health and safety requirements.
9. Welcome and orient new parents.
10. Attend HPPC staff and leadership meetings. Be a colleague to the professional staff of the church.
11. Pursue continuing education opportunities such as workshops and conferences.
12. Other duties as assigned.

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

Skills Knowledge, Abilities, Qualifications:

- Works as a team player, supporting and encouraging other staff
- Demonstrates strong leadership, organization, and communication skills with an ability to plan and organize assigned duties and work effectively without immediate supervision
- Participates actively in the life of HPPC, including regular worship attendance
- Demonstrates and articulates a lifestyle that reflects and encourages a close, personal relationship with Jesus Christ
- Can affirm faith compatible with Presbyterian theology and enthusiastically supports the HPPC mission
- Represents church leadership and changes through supportive and positive interpretation and communication
- Effectively collaborates with church members and newcomers
- Passes all the background checks required by HPPC and Washington State for both working with children and performing financial duties. These background checks may be repeated throughout employment.
- Prefer a minimum of a bachelor's degree in education, ministry, theology, or related field, or equivalent experience.
- Demonstrates a love for and developmental knowledge of preschool age children, knowledge of best preschool practices, skill at working with parents and supervising teachers, and commitment to professional growth.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to climb stairs, deliver educational presentations, attend overnight retreats, and occasionally sit or stand for up to three hours. Occasional twisting, bending, squatting, kneeling, and climbing. Must be able to lift objects up to a maximum of 50 pounds and preschool age children.

Status: This is a 1/2 time, exempt, ministerial position, excluded from overtime regulations, and other rights and protections afforded nonexempt workers. This position includes work outside of the school schedule and calendar, may include evenings and weekends as program needs change. Work hours will flex according to seasonal workload.

Compensation & Benefits: \$24-28,000 salary annually (depending on experience). 10 days' vacation annually. Refer to HPPC employee handbook for details regarding benefits.