FIRST BAPTIST SPARTANBURG
www.fbs.org | 864.583.7245 | 250 E. Main St. Spartanburg, SC 29306

Job Description

Preschool Associate Director
Department: Family Ministry
Reports to: Lead Director of Family Ministries
Job Status: Full Time
FLSA Status: Exempt

Summary

The Preschool Associate Director role assists in providing spiritual, strategic and leadership support to the Preschool Ministry to saturate Spartanburg, the Carolinas and the world with the Gospel of Jesus Christ. The Preschool Associate Director works under the direction of the Preschool Director and the Lead Director of Family Ministry providing support in overseeing Birth through 5K, paid staff and volunteers. This role is focused on helping execute the vision and strategy of the Preschool Ministry, creating engaging, Christ-centered experiences on Sundays and Wednesday evenings, equipping volunteers to thrive in their roles, and helping ensure classrooms are resourceful and enriching environments where babies and preschoolers begin their faith journey.

Primary Job Responsibilities may include but are not limited to the following:

- Attend team meetings and staff meetings.
- Meet regularly with the Preschool Director and Family Ministries team for ministry alignment and support, feedback and responsibility clarity.
- Oversee and support childcare preparation
- Engage with families, volunteers during programming and during the week.
- Assist with budget maintenance to stay on budget and on mission.
- Plan and implement special events, seasonal programs, and outreach opportunities with Family Ministry staff.
- Recruit, train, and schedule volunteers to serve in Preschool Ministry.
- Provide volunteers with resources, encouragement, and ongoing support to help them succeed.
- Assist in building a team culture where volunteers feel valued, connected, and invested in.
- Communicate regularly with parents about what their children are learning and how they can Disciple them at home.
- Partner with other ministries/leaders to provide Children's Ministry support, parent ministry models and Family cohesion to support the mission, vision and values of FBS.

Other Responsibilities may include but are not limited to the following:

- Work on various projects, other ministry-related goals, and assist other ministries as needed.
- Help execute major church wide events

Professional Qualifications

- Minimum of a bachelor's degree and 2 years' experience in a church of 1,000+ weekly attendance is required. A seminary degree is preferred but not required; however, a solid foundation of biblical doctrine and theology is necessary for this role.

Personal Qualifications

- Maintain a growing personal relationship with Jesus Christ.
- Be committed to personal devotion through scripture and prayer.
- Lead your family spiritually OR be willingly led by your husband, spiritually
- Faithfully support the ministry of First Baptist Church by tithing and displaying biblical stewardship of personal resources.
- Have a heart for shepherding and spiritually guiding others.
- Be an active member of FBS and an active member of an FBS group; connecting with the body of Christ regularly
- Be faithfully committed to the vision, mission, and values of First Baptist Church Spartanburg.