

RCC Pre-K Ministry Director (Full Time)

Job Description

- Oversee River Christian Church's Pre-K Ministry (birth through Pre-K).
- Lead a Christ-centered environment where young children are known, safe, and disciplined.
- Equip parents as the primary faith formers in the home.

Reports To

- Discipleship Pastor

Core Competencies

- Spirit-led and driven individual who passionately loves Jesus and others.
- Team player with a heart for those who do not yet know Jesus.
- Warm, clear communicator with parents of young children.
- Developer of leaders who recruits, trains, and delegates effectively.
- Networked with other Pre-K and children's leaders; familiar with current resources.
- Organized systems builder capable of scheduling, safety processes, and check-in procedures.
- Skilled in promoting ministry and communicating effectively with families.

Scope of Responsibilities

Discipleship and Programming

- Maintain and communicate a clear vision and discipleship strategy for birth through Pre-K that aligns with RCC's vision.
- Direct all Pre-K programming content, including age-appropriate teaching, worship, and environments for weekend services and events.
- Select, adapt, and equip leaders to teach curriculum and engage multiple learning styles.
- Develop the Pre-K portion of RCC's family discipleship pathway, including parent dedication and milestones.

- Partner with the Elementary Director to ensure a smooth Pre-K to Kindergarten transition.

Volunteers, Safety, and Operations

- Lead the volunteer pipeline: recruiting, screening, background checks, onboarding, placement, and scheduling.
- Publish and maintain training policies; run orientations and annual refreshers; track completion and maintain incident reports.
- Oversee secure check-in/out systems, room ratios, emergency procedures, allergy/diapering policies, and facility readiness.
- Lead midweek prep: printing, supplies, sensory kits.
- Ensure post-service reset using established checklists.
- Track attendance and volunteer metrics; generate “missing in action” lists and ensure timely family follow-up.

Parents, Communication, and Budget

- Equip and empower parents through tools, classes, and consistent communication rhythms.
- Build and maintain a rolling six-month parent and discipleship communication plan in coordination with RCC Communications.
- Steward Pre-K budget lines, including curriculum, environments, training, and supplies.

Church-Wide Collaboration and Life

- Collaborate with Elementary, Students, Worship & Production, Facilities, and Volunteer teams.
- Support and participate in church-wide initiatives.
- Help lead and execute family events (including but not limited to: Easter Egg Hunt, Fall Festival).
- Participate in a life group that fosters relational discipleship with an intentional, reproducible process.

How to Apply

Submit the following to **Travis Eslinger** at **travise@riverchristian.church**:

- Cover letter
- Resume
- Typed responses to the questions below

Application Questions

- Why are you looking for a new job?
- How would your closest friends describe you?
- What are your two greatest weaknesses?
- How do you manage and cope with stress?
- How do you rest?
- What two books have you read in the past 3 years that have greatly influenced you?
- What are your goals?
- What is your preferred work environment?
- How do you handle conflict?
- How do you stay organized?
- When have you gone the extra mile?
- How do you develop team members and volunteers?
- How would you describe your personal theology?
- How would you describe your ministry philosophy and approach to ministry?