



Title: Willamette Kids Preschool Lead

This position is: Part-time, 24 hours/week

Directly reports to: Pastor of Kids and Families

Location: Willamette Christian Church

About Our OneChurch Family

We are a church that exists to inspire people to know, love, and follow Jesus. We pursue this mission not only through worship and teaching, but by engaging meaningfully with our neighbors, meeting real physical, emotional, and spiritual needs in tangible ways.

Serving communities in Mt. Scott, Portland, Beaverton, Milwaukie, and West Linn, our ministry is shaped by three core values: **radical hospitality, uncommon humility, and sacrificial generosity**. We believe that wherever these values are consistently lived out, the impact for the Kingdom of God becomes undeniable, drawing more people into a relationship with Him.

Each of our campuses is empowered to shape ministry around the unique needs of its local community. While we share the same values, teach the same sermon series, and embrace a unified ministry philosophy, most decisions are made locally to ensure we are serving both our congregation and our surrounding community in the most effective and contextual way possible.

All our staff members are leaders who:

- Set the standard for a consistent Christ-like character, properly aligned with Scripture.
- Promote and foster healthy relationships with staff members, volunteers, and attendees.
- Maintain an active, supportive, and engaged relationship with staff members at all campuses.
- Demonstrate character-based leadership with staff, volunteers, and attendees.
- Communicate consistently and clearly with staff, volunteers, and attendees.

We also ask for the following from all our staff:

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family.
- Be an active member in the church family, including community life and spiritual development.
- Personally develop strong relationships with members of the church family, and specifically, at your assigned campus.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Support the overall values and vision of our church while bringing independent and faith filled leadership and advocacy to your ministry.

Role Summary

In this role you will:

- Supervise Preschool volunteers: including recruitment, training, care, development and scheduling.
- Provide oversight of Preschool classrooms on Sundays. Duties include, but are not limited to, volunteer coaching, balancing of classrooms, classroom preparedness, and parent partnership and support.
- Organize and support WKids-specific events, including serving as Adventure Camp Preschool Lead. Along with other members of the WKds team, will also assist with event coordination for campus-wide family-focused events and holiday services as needed.
- Collaborate with WKids team to support health and growth across WKids, partnering together in the organization and leadership of outreach events and recruitment efforts.
- implement family care for new families with preschool age children.
- Ensure the safety and security of children in our care through active engagement, verification, and training of volunteer leaders.
- Develop efficient systems for classroom preparation, use, and cleanliness.

Tasks associated with Preschool Lead role:

- Schedule leaders and maintain staffing through Planning Center.
- Gain proficiency in Rock in areas important to the ministry of Willamette Kids: reporting, check-in, and data integrity.
- Encourage and support the Willamette Kids substitution process.
- Develop a team of mid-week volunteers to clean and restock preschool classrooms.
- Consult with Pastor of Kids and Families regarding budgetary needs.
- Serve as Go To on Sunday mornings.
- Oversee Tot Time, either personally, or by recruiting a high-level volunteer to lead it.