HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Preschool Coordinator: MDO, Twos LBS

Department: Preschool Ministry

Recruited By: Director of Preschool Ministry

Reports To: Director of Preschool Ministry + Preschool Ministry Associate

Location: Cypress

Status: Part Time

Proposed Employment Category: V

Summary of Position: This position provides ministry leadership and coordination to Pathmakers, employee teachers, and children in Mother's Day Out and Twos Life Bible Study (LBS) at the Cypress Campus. In support of our mission to give preschoolers a foundation for faith in Jesus and to equip families to disciple their children, this role is marked by our values: Godly, Effective, and Excellent.

Purpose: To coordinate Twos LBS, assist in overseeing the Mother's Day Out Program (MDO), and provide ministry support needed for the Preschool Ministry to operate efficiently and with excellence.

Duties and Responsibilities:

- Assist in recruiting, training, and supervising staff for MDO
- Plan, set up, and implement major events for MDO
- Manage social media for MDO
- Administrative support for MDO
- Effectively communicate with staff and families about MDO programming and events
- Recruit, schedule, and lead Pathmaker and employee teacher teams for Twos LBS
- Oversee supply prep for Twos LBS
- Communicate effectively and connect intentionally with kids, parents, Pathmakers, and employee teachers in MDO and Twos LBS
- Address classroom management issues and provide leadership and support
- Ensure that employed teachers and Pathmakers understand, follow and uphold church policies and standards, addressing concerns promptly and consistently
- Assist with organizing, cleaning, and maintaining all Preschool spaces including classes, resource room, check-in area, etc.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒Language skills ☐Math skills ☒Reasoning ability

PC skills: ☐Windows ☒MS Office ☒MS Outlook ☒MS Excel

☒Other: Mac, Microsoft Teams, Google Drive, Rock membership database

☒Administration ☒Service to others ☐Teacher/Leader

☒Good Communication skills ☒Team builder ☒Self-disciplined

☒Servant leader ☐Decision maker ☒Strong work ethic

☐Empathy for ministry partners ☒Attention to detail

☒Other: Teachability, servant-hearted, high level of personal responsibility, motivated

Education and/or Experience: Select all that apply

☐College graduate preferred ☐Administrative Experience ☐Personnel Management

☐Church Staff experience preferred ☒Other: 1 year Preschool Ministry experience preferred

Organizational Relationships: Reports to Director of Preschool Ministry + Preschool Ministry Associate

Working Conditions: Select all that apply

☐40 hour work week ☐Additional hours as needed ☐Occasional off campus activities

☐Continuing Education ☐Specialized training ☐Occasional travel

☒Other: Variable hour work week, no more than 29hours/wk. Minimum days onsite: every other Sunday Tuesdays, and Thursdays.

Prepared By: Renee Johnson **Title:** Director of Preschool Ministry

Date Prepared or Revised: November 2, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

_____ _____

Employee Signature **Date**

_____

Print Name