



Preschool Coordinator

Southview Church is a large, multi-ethnic, multi-generational church located in Calgary's deep south, with a passion for leading people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

This role is ideal for someone with a passion for developing, supporting, and empowering a team of volunteers to thrive in ministry. Creating organized, welcoming environments where our youngest children can experience God's love are key aspects of this role. You'll also walk alongside parents, equipping them in their vital role as the primary disciple-makers in their child's life. A pastor's heart, a deep love for kids, and the ability to connect with families from diverse backgrounds are essential.

What you get to do:

- Coordinate weekend Preschool and Nursery ministry during our three services.
- Weekend Supervision 2-3 times per month, with occasional classroom leading when needed.
- Edit and prepare all Preschool classroom curriculum and activities.
- Maintain classroom toys, supplies, and environments.
- Volunteer care and oversight including recruiting, training, and scheduling.
- Assist Pastor of Children's Ministry with volunteer onboarding and communication.
- Organize child dedications.
- Oversee family care and new baby gifts.
- Support Pastor of Children's Ministry for families with children who have special needs.
- Help organize and implement parent equipping.
- Organize and implement family events with direction from Pastor of Children's Ministry.
- Administrative support to Children's Ministry with bookings, event registrations, weekly attendance, and new family registrations.
- Support for Summer Day camp bookings, purchase, and registration.

Who you are:

- A pastor's heart and deep love for kids.
- Experience working in an environment with preschool aged children.
- Experience in church environment is a bonus, but not essential.
- Experienced in handling sensitive and confidential information as well as a full understanding and respect for the treatment of these matters and act accordingly.
- Proficiency with Microsoft Office – MS Teams, OneNote, Outlook, Word, PowerPoint, and SharePoint.
- Excellent communication skills, with a friendly and positive attitude.
- Self-motivated, action-oriented with a commitment to creativity and problem-solving.
- A team player who can jump in to help where needed.



This is a permanent position with 30 hours per working weekdays and 2-3 weekends a month during services. There may involve some evenings (limited). Please submit your resumé and cover letter to [Michele Black, Executive Assistant](#).

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.