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| ***Job Description*** |
| **Job Title:** | **Preschool MA** | **Department:** | **Oaks Kids** |
| **Reports To:** | Preschool Coordinator | **Effective Date** | 8/1/2024 |
| **Position Summary:** |
| The Pre-K MA will assist the Oaks Kids team in facilitating the best experience possible for our Preschool and Kindergarten kids through creative content, engaging services, and age appropriate opportunitites to encounter God and learn more from His Word.  |
| **Key Results & Outcomes:** |
| An advanced understanding of effective Preschool and Kindergarten ministry acquired through opportunity to edit content, create fun service experiences, actively engage kids in God’s word, and proximity to the inner workings of Oaks Kids Preschool and Kindergarten servics. |
| **Major Responsibilities & Duties:** |
| * Scriptwriting, planning, and participation in various live segments
* Assist the Pre-K Coordinator in the planning and execution of Sunday Preschool and Kindergarten services (games, speaking, etc.)
* Assist the Pre-K Coordinator in the setup of Preschool and Kindergaten experiences on Sunday (Park and Clubhouse)
* Prepare, assist, and participate in Oaks Kids video editing and development of curriculum/family guides
* Assist in the management of the budget for Early Childhood
* Assist the Pre-K Coordinator in planning and preparing for Oaks Kids Event (ie. Sunday Funday’s, Skate Night, Easter)
* Assist with leading rehearsals and training speakers and small group leaders in the Park and Clubhouse
* Be an example, teachable, prepared, professional, & a team player
* Be an owner of your zone.
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| **Scope of Authority:** |
| * n/a
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| **Anticipated Time Commitment:** |
| * 11-14 hours in addition to Oaks College programming (schedule varies based on needs of the office)
* Schedule can be determined as needed, must be available for Oaks College requirements and filming days
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| **Experience Required:** |
| * Must have skills in creative writing and activity planning
* Must be prepared to confidently lead a room of kids from the stage (hosting, messages, etc.)
* Must be able to lead a classroom of kids
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| **Educational Requirements:** |
| * High school degree or GED
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |