

Weekday Ministry Reception Coordinator

**First Baptist Church Joelton
7106 Whites Creek Pike
Joelton, TN 37080**

Status: Part-time 30 hours a week (8:30am - 2:30pm) Monday -Friday

Benefits: None

Principal Function:

To represent PATH Preschool and Mother's Day Out at the reception/Welcome Center of the Preschool wing of First Baptist Church Joelton.. Assisting families, staff and providing a safe environment in the Preschool Weekday Ministry.

Organizational Relationship and Supervision:

The Weekday Ministry Reception Coordinator reports to the Minister of Preschool and Children in tandem with the Week Day Preschool Director for guidance, tasks, and direction. This individual will be available for Preschool Staff meetings to stay informed of events, policies, and procedural content in regards to Weekday programming.

Qualification Requirements:

- Must have working knowledge of Word and Publisher programs.
- Social Media Experience
- Positive attitude, strong work ethic, personal integrity and team player
- Organizational skills
- Pass a background check and fingerprinting test. [FBCJ policy and State License]
- Should possess a personal relationship with Jesus Christ and commitment to a local church.

Education:

- High School diploma or GED equivalent

Responsibilities:

- Prepare Computers for check-in daily and logging off at the end of the day.
- Assist in the maintenance and data input for INSYNC data base, keeping profiles current.
- Collect and file all In and Out slips each day.
- Assist teaching staff with basic classroom helps as needed during down time.
- Restock and maintain the Resource Room, providing the Preschool and Children's Minister with inventory needs.
- Assist the Preschool Director as duties are assigned.
- Provide security by monitoring who is coming in or out: redirect to main administrative office as necessary.
- Greeting and directing parishioners and families to classrooms, sanctuary or Family Life Center .