

Title: Preschool Director
Reports to: Kids Minister
FLSA Status: Exempt
Approved By: Rose Rodriguez
Approval Date: January 2026



HOUSTON **NW** CHURCH

POSITION OVERVIEW

The HNW Preschool Director, in collaboration with Houston Northwest Church (HNW) leadership, staff, and parents, is responsible for managing and overseeing the daily operations of HNW Preschool Ministry and HNW Kids Childcare. This role will work closely with the HNW Family Minister, HNW Kids Minister, and HNW Kids Ministry Team. By demonstrating a biblical worldview, Christian lifestyle, and mission, this individual will be a leader who is committed to and supports the philosophy and mission of Houston Northwest Church and its leadership team.

To be successful in this role, the Preschool Director must uphold the mission, vision, and values of HNW. Our values include cultivating a safe, engaging, and Christ-Centered environment, and partnering with parents to nurture relationships where children learn about God's great love for them, find a place in the Kingdom of God, and grow to become more like Jesus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all facets of Preschool Ministry including: assisting in developing, planning, and preparing curriculum in partnership with HNW Family Ministry, managing budgets, and maintaining a safe and welcoming environment for all Preschool children and families.
- Oversee weekly service plans for Preschool Ministry and partner with HNW Kids Ministry Team.
- Provide oversight and manage Sunday morning Preschool Ministry.
- Provide oversight and manage HNW Childcare on weekdays and weeknights.
- Build and oversee the Preschool Ministry Volunteer Team and Childcare Staff. Recruit HNW Kids Ministry volunteers, hire and train Childcare staff, train volunteers, supervise and partner with HNW Kids Preschool Coordinator and HNW Kids Childcare Coordinator.
- Communicate and connect with parents and build relationships with Preschool Ministry families. The Preschool Director is expected to follow up and engage with Preschool families within HNW Kids Ministry.
- Assume responsibilities of tasks and roles given by the Kids Minister and Family Minister. This includes Sunday mornings and special events (VBS, Preschool Ministry events, HNW Family Events etc.)
- Follow up and engage with volunteers within HNW Kids Ministry.
- Assist the HNW Kids Ministry Team with stewardship of church property, specifically the Kids Ministry Building.

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- Take ownership of their spiritual life. Must recognize the importance of building your personal relationship with Jesus, walking by the Spirit, and knowing the Word of God as critical for fruitful ministry.
- Manage Preschool calendar and communication requests.
- Partner with and assist MDO Director in ministry when needed.
- Plan and manage various meetings, special events, etc.
- Place supply orders for the Preschool Ministry.
- Submit forms for various needs (PO requests, check requests, communication requests, etc.).
- Assist if needed to coordinate ministry leader/volunteer schedules & communication.

REQUIRED QUALIFICATIONS

- Bachelor's degree by an accredited college/university, or equivalent vocational ministry experience preferred.
- 1-3 years of ministry experience, preferably in Kids' Ministry.
- Background in child development, education, or ministry with experience working with children in a church setting preferred.
- Due to the nature of the position, a successful candidate must be a fully devoted Christ-follower called and dedicated to the ministry of children and parents.
- Strong written and verbal communication.
- Must be comfortable, confident, and able to effectively communicate with parents.
- Ability to connect and engage with parents in the spiritual formation of children in our HNW Kids Ministry.
- Must be a team player, committed to team unity and swift conflict-resolution, and willing to assist the greater HNW staff as needed.
- Ability to build and develop strong teams.
- Strong time management skills, organization, and attention to detail.
- Proficient use of technology, including Microsoft Office, internet, social media, texting, etc., with the ability to adapt to new technology and systems as needed.
- Experience with Community Church Builder and/or Pro Presenter is a plus.
- Models standards and expectations of staff members within HNW, including membership and worship attendance at HNW, small group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness.

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- Ability to coordinate multiple activities at once and quickly analyze and resolve specific problems.
- Ability to perform well with distractions & interruptions.
- Proper editing and proofreading skills.
- Comfortable and able to communicate effectively in both small and large group environments.
- Proven ability to receive and properly handle highly sensitive and confidential information.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to perform tasks, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.