

Job Title: EBC Preschool Director

Job Overview:

Edgewood Bible Church is seeking a passionate and energetic individual to serve as our Preschool director. This role primarily involves directing the staff, caring for the preschool-age children, and coming alongside parents as they point their children to Jesus. The ideal candidate will have a heart for children's spiritual growth, and a desire to work collaboratively with parents and church staff.

Key Responsibilities:

- Evangelism: sharing the life-changing message of Jesus Christ within our local community.
- Staff Management: Recruit, hire, train, and supervise preschool staff, including teachers and support personnel, ensuring professional development and adherence to preschool handbooks.
- Enrollment: Drive enrollment and marketing efforts to maintain optimal student numbers, liaising with community and church members to promote the preschool.
- Compliance and safety: Ensure compliance with all state and local regulations pertaining to early childhood education, maintaining a safe and healthy environment for children and staff.
- Parent engagement: Foster strong relationships with parents and caregivers, including regular communication and involvement in the preschool's activities and events.
- Community and church relations: Work closely with church leadership and community organizations to support the preschool's mission and extend its outreach and impact.
- Safety and Compliance: Ensure all children's activities comply with church safety policies and legal requirements. Maintain a safe and welcoming environment for all families.
- Manage preschool budget and oversee the purchase and organization of supplies and materials.

Qualifications:

- A strong personal faith and a commitment to the mission and values of Edgewood Bible church
- A member or member in process at EBC
- Excellent organizational, communication, and leadership skills.
- Ability to work effectively with children, families, and church staff.
- A background check is required for this position.

Hours and Compensation:

- Compensation will be hourly commensurate with experience and qualifications.

Application Process:

Interested candidates should submit a resume and cover letter to Trevor Ice at Trevor.i@edgewoodbiblechurch.org. Applications will be accepted until Mar 1, 2026 or until the position is filled.