

Tender Shepherd Preschool Coordinator

The Tender Shepherd Preschool Coordinator assists in all day-to-day operations to efficiently and effectively manage registration, onboarding, tuition payments, communication, and event planning.

General Responsibilities:

- Manage the annual preschool registration process across two campuses and ensure the registration form and payment process are working effectively.
- Manage onboarding communication for all incoming preschool families.
- Manage online tuition payment set-up and tracking for all families.
- Provide monthly reports including tuition payments and substitute teacher shifts, and weekly reports for scheduled tours.
- Partner with Director to plan special events for our staff, families, and preschoolers and work as the liaison to community partners.
- Partner with Director to write all family communications to provide timely updates including important updates, preschool calendar, and special events.
- Serve as the liaison between TSP and TBC in the areas of registration, promotion, communication, and event planning/presenters.
- Serve the needs of the preschool staff, parents, and community partners as the needs arise.
- Attend team planning sessions, workshops, and community events with preschool staff and Director when deemed necessary.

Other Responsibilities: As assigned by Director

Spiritual Gifts: Administration, Discernment, Leadership

Experience:

- The ideal candidate must be a member of The Bible Chapel and must embrace the mission of Tender Shepherd Preschool of providing a Christ-centered, developmentally appropriate preschool program.
- Must have strong written and verbal communication skills, and attention to detail.
- The Candidate should have experience in administration and comfortable using Microsoft Office.

Time/Allocation: Stipend Position

Hours: 12 hours a week

Accountability: The Tender Shepherd Preschool Coordinator reports directly to the Director of Tender Shepherd Preschool.

*This Job Description is subject to change at management's discretion.