



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Pre-K Coordinator

Location: Lakeside Campus

Attendance: 7,000

THE ROLE

As a Pre-K Coordinator (Lakeside Campus), you will lead the planning, execution, and growth of our Pre-K ministry. This part-time, 15-hour-per-week position is focused on creating a safe, joyful, and Jesus-centered environment for preschool-aged children. You will be responsible for building and caring for a volunteer team, communicating with parents, preparing curriculum, and helping children take their first steps in faith. You'll serve under the leadership of the Lakeside Campus Pastor and the Central Kids Ministry Team, and collaborate with the broader campus and church family to fulfill Skyline's mission.

RESPONSIBILITIES

Modeling Biblical Principals

The Pre-K Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Pre-K Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Pre-K Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

Pre-K Ministry Leadership

- Lead, coordinate, and cast vision for the Pre-K ministry at the Lakeside Campus.
- Oversee Sunday morning and every-other-Thursday Pre-K programming.
- Create meaningful and age-appropriate ministry experiences for young children.
- Recruit, train, and encourage a volunteer Dream Team to serve with excellence.
- Support campus and church-wide events involving families and children.

Continued...



SKYLINE
CHURCH

RESPONSIBILITIES (CONTINUED)

Administration and Communication

- Format and distribute Pre-K curriculum in collaboration with the Central Kids Ministry Team.
- Coordinate volunteer scheduling, classroom prep, and supply management.
- Maintain consistent and encouraging communication with volunteers and parents.
- Oversee check-in systems, registration, and ministry space organization.
- Assist with ministry follow-up and outreach as needed.

Team Collaboration

- Attend Lakeside staff meetings, one-on-ones, and Central Kids gatherings as scheduled.
- Stay aligned with the church's goals and ministry rhythms.
- Be a contributing member of the campus team and support other ministries when available.
- Participate in leadership development opportunities and ongoing training.

QUALIFICATIONS

- A growing and active relationship with Jesus Christ.
- Experience in children's or preschool ministry preferred.
- Excellent interpersonal, organizational, and leadership skills.
- A heart for reaching families and discipling children in a fun, safe environment.
- Flexible and reliable, with the ability to work weekends and some evenings.
- Committed to the mission, values, and vision of Skyline Church.

If you are passionate about seeing kids encounter the love of Jesus and want to build something special in a growing church community, we would love to connect with you!

TO APPLY

Please submit resume to Jessica Odanga via email: jodanga@skylinechurch.org
11330 Campo Rd. La Mesa, CA 91941 | (619) 660-5000 | skylinechurch.org



SKYLINE
CHURCH

Skyline Church | 11330 Campo Rd. La Mesa, CA 91941 | skylinechurch.org