



SKYLINE
C H U R C H

Helping people find and follow
Jesus seven days a week.

Position: Preschool Ministry Assistant (Part-Time, 20 hours)

Location: La Mesa, CA

Attendance: 10,000

THE ROLE

The goal of the Preschool Ministry Assistant is to assist the Preschool Ministry Coordinator and support Skyline Kids Ministry by managing Preschool Ministry preparations, Dream Team relationships, schedules, and operations. The Preschool Ministry Assistant reports to the Preschool Ministry Coordinator.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Preschool Ministry Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. The Preschool Ministry Coordinator should represent a growing personal relationship with Christ. The Preschool Ministry Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Preschool Ministry 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).

2. Job Responsibilities

- Assist with classroom setup, breakdown, supplies, and budgeted areas.
- Monitor preschool environments and enforce safety and evacuation policies.
- Maintain volunteer profiles.
- Serve as liaison for the Children's Leadership Team and multi-site curriculum.
- Communicate with staff through weekly updates and meetings.
- Participate in creative planning, design signage for allergies/food, and assist with printing needs.
- Provide direction during services, designate leads, and be present on weekends.
- Support and help coordinate special events.



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EXPECTATIONS:

- Maintain a growing personal relationship with Jesus Christ.
- Demonstrate loyalty to Skyline Church, its leadership, and mission.
- Commit to the goals and team values of Skyline Kids Ministry.
- Continually develop skills to excel in the role and build a strong, healthy Kids Care staff.

QUALIFICATIONS:

- Strong organizational and communication skills (written and verbal).
- Ability to meet deadlines and learn necessary computer programs.
- Familiarity with payroll systems and basic HR processes.
- Ability to work at least one evening per week (Wednesday or Thursday)

KEY TRAITS:

- Administration
- Servant attitude
- Enthusiasm
- Flexibility
- Dependability

TO APPLY

Please submit resumes to Robin Davidson via email: RDavidson@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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