

# PRESCHOOL LOGISTICS COORDINATOR

SOUTHSIDE CHURCH, PEACHTREE CITY  
PART-TIME

## PURPOSE STATEMENT

The Waumba Land Logistics Coordinator inspires preschool children and their families to follow Jesus by coordinating logistical needs of Waumba Land and ensuring the environment is irresistible.

## KEY ATTRIBUTES

- Above reproach; mature in Christ-like character
- Leader with high capacity for tasks and relationships
- Highly values excellence
- Ability to be organized; plans and manages time and tasks effectively

## REPORTS TO

Preschool (Waumba Land) Director

## WORK HOURS

20 hours per week, Sunday-Thursday

## HOURLY PAY / SALARY

Based on Education and Experience

## RESPONSIBILITIES

Create Engaging Spaces:

- Ensure small group rooms are welcoming, safe, clean, and well-maintained.

Support Small Group Leaders & Families:

- Manage essential supplies in small group rooms.
- Order monthly curriculum materials for our leaders.
- Prepare and distribute take-home resources for parents.
- Manage weekly small group attendance and roll sheets.

Support Volunteers:

- Coordinate Sunday morning snacks and supplies for the Volunteer room.
- Ensure the Guest Services team has necessary supplies for a welcoming experience.
- Support the new volunteer onboarding processes.

Administrative & Team Support:

- Assist with budget planning.
- Participate in key team meetings and conferences.



**SOUTHSIDE  
CHURCH**

777 Robinson Rd, Peachtree City, GA, 30269