

*We aspire to be a Christ-centered community helping people faithfully follow Jesus both locally and globally.*

## **PURPOSE**

The Nursery and Preschool Sunday Kids Coordinator is overseeing regular Sunday Kids Programming for Nursery and Preschool aged children (Birth - Kindergarten). The purpose of this role is to utilize regular Sunday Kids Programming to help Nursery and Preschool aged children more faithfully follow Jesus in Christ-centered community with a vision of helping all children within the ministry know the Gospel and be disciplined to follow Jesus in all of life and for all of life.

The Nursery and Preschool Sunday Kids Coordinator will report to the Director of Woodlands Kids.

## **MINISTRY ASSIGNMENTS**

- **Christ-centeredness** - Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control). Gal 5:22-23.
- **Self-Management** - Organizes & prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.
- **People First/Servanthood** - Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in to accomplish what is needed; Seeks to exceed expectations for the sake of others.
- **Teamwork/Relationships** - Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engaged in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.
- **Flexibility/Innovation** - Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative & innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans & resolve problems.
- **Communication** - Speaks and writes clearly; Listens to others; Shows sensitivity and caring; Responds promptly to enquiries; Maintains confidentiality; Embraces the constitution of Woodlands Church which is approved by the congregation and faithfully supports it in all interactions with others.

## PRIMARY ASSIGNMENTS

- **Programming:** Lead a robust Sunday Kids Nursery and Preschool ministry, while actively looking for areas to improve in regular ministry programming. The Nursery and Preschool Sunday Kids Coordinator will work in collaboration with the Elementary Sunday Kids Coordinator to ensure that regular Sunday Kids Programming is an excellent experience that incorporates Woodlands Church purpose and priorities throughout.
  - Programming for the Nursery and Preschool Sunday Kids Coordinator includes Holiday Nurseries and Nursery Care for volunteers serving at VBS.
- **Overseeing:** Be regularly present for in-person Sunday morning ministry, overseeing and maintaining primary responsibility of Nursery and Preschool Sunday Kids programming, which includes the staffing of volunteers.
- **Volunteers:** Assist the Director of Woodlands Kids with volunteer recruitment to ensure that all Sunday Kids Nursery and Preschool classrooms are fully staffed per Protection Policy Requirements. Equip, empower, and provide general direction to the Nursery and Preschool Sunday Kids volunteers by leading annual trainings and sending regular effective communication. Ensure that the volunteer schedule is current and is updated for the week ahead no later than 4 PM on Thursday, unless in the event of absences or illness.
- **Child Safety:** Fully vet and screen all new Nursery and Preschool Sunday Kids volunteers by conducting a thorough application check, background check, and reference check before providing this information to the Director of Woodlands Kids for review and final approval. Maintain Child Safety protections per the Protection Policy throughout Sunday Kids Programming.
- **Communication:** Communicate, as necessary, with the parents of Nursery and Preschool aged children. Work with the Director of Woodlands Kids and the Woodlands Kids Administrative Assistant to ensure that all communication is brand and aligns with the communication strategy for Woodlands Kids. Participate, as available, in Woodlands Kids Staff Team Meetings, All Staff Team Meetings, and weekly meetings with the Director of Woodlands Kids.
- **Resources:** Work closely with the Woodlands Kids Administrative Assistant to ensure the Nursery and Preschool classrooms are supplied with all necessary items to support care of children. Steward all resources in the Nursery and Preschool classrooms effectively and ensure that we are supplying volunteers with what they need while not overusing materials.
- This position is a 15-hour per week position.

## SECONDARY ASSIGNMENTS

### General Duties

- Additional tasks and responsibilities may be assigned as needed.

## **QUALIFICATIONS**

- A clear testimony of faith in Jesus Christ and a demonstration of Christ-like character and Godly reputation.
- Embraces and demonstrates alignment with Woodlands Church's congregationally-approved constitution; Regularly attends Sunday services at Woodlands Church or has established plans to do so with a plan to become a member of Woodlands Church.
- Overwhelming passion and excitement to equip parents and children in order to help children faithfully follow Jesus.
- Ability to multitask projects with superb accuracy - this includes managing time well and strong organizational skills; Ability to take large-scale events or processes and break them down into actionable steps.
- Excellent written, verbal, and interpersonal communication skills; Strong administrative and problem solving skills.
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Desire to learn new computer programs and navigate current computer programs with proficiency:
  - Current programs include: Planning Center, Canva, Google Suite
- Ability to lift 15+ lbs.
- Prefer that applicant has a valid driver's license and use of a personal vehicle.