

### GraceKidz Mission Statement:

To supplement the families of Grace in their building of a spiritual foundation so that in God's timing, their child will be led into a personal, growing relationship with God through Jesus Christ.

### GUIDING OBJECTIVES

- GraceKidz will teach the Bible accurately and relevantly to children.
- GraceKidz will intentionally shepherd and disciple children.
- GraceKidz will teach children how to encounter God and respond to Him through worship.
- GraceKidz will equip children to share God's love with others.
- GraceKidz will be a safe place - physically, emotionally and spiritually.
- GraceKidz will be kid-friendly.

### AS LEADERS,

- We are both Gardeners and Guardians.
- We are deeply committed to God's word.
- We are deeply committed to prayer.
- We are committed to participating in a healthy community.
- We are sharing with everyone (want others to know God's incredible love, so we tell them about it).
- We regularly expect miracles (because we are committed to prayer and knowing God's Word, we know that God will move in incredible ways).
- We are aware that it's not easy (Walking with Jesus is awesome, but it is definitely not easy all the time).
- We stand firm on truth and live in love.

## **Nursery, Preschool, & Kiddoz Coordinator (10-15 hrs)**

### **Job Description**

Think of yourself as a MINISTER to children and a HUGE servant to our Children's Ministry Volunteers. Your organization helps to equip others to serve.

#### **The purpose of this role is to:**

- Recruit train and manage nursery, preschool and Kiddoz volunteers.
- Confirm Background check on volunteers with GraceKidz Director/GraceKidz Admin.
- Provide training videos to new volunteers and GraceKidz handbooks.
- Assign workers to groups/rooms.
- Supervise and assist in all nursery and preschool rooms as needed on Sunday mornings and in the Kiddoz room on Wednesday nights.
- Teaching and demonstrating God's love to our volunteers, families, babies, and young children of Grace New Hope.

### **Weekly:**

**Monday:** Work from home - calling visitors, following up with volunteers who were out on Sunday and going through emails.

KidzLife Club volunteer (TBD)

**Tuesday:** Attend GraceKidz staff meetings and prayer staff meetings along with scheduled All staff meetings. Create a weekly newsletter and schedule and send out to volunteers. Refill snack containers and restock supplies in each room. Add supplies to the shopping doc as needed.

Set room for Kiddoz when KidzLife resumes.

**Wednesday:** Work from home as needed-

Prep craft for Kiddoz when KidzLife resumes and add supplies to the shopping doc as needed.

Check in with regular volunteers. Be at KidzLife beginning at 4:45 pm.

**Thursday:** Set up rooms for Sunday and answer emails, team specific meetings. Make sure the Comfort room is ready for each Sunday and provide a tour of the Comfort room to new visitors with babies.

**Sunday:** Supervise and assist in all Nursery and Pre-school hall rooms for both morning services, supervised child exchange, call/text parents during service for concerns, supervise and work with the gatekeepers.

Place dirty cups/snack cups and plastic toys in the dishwasher after 10:30 service.

Empty diaper pails and place in large trash cans.

**Ongoing:** Visit any new babies and their families. Setup Meal Train for families with newborns as needed. Assist with any special events that are upcoming such as Baby dedication, KidzLife prep, volunteer appreciation events, volunteer training etc. Mother's Day/Father's Day craft for Nursery.

### **General Church Staff Support**

- Provide support for church-wide events (Training Events, Easter, Christmas, Trunk or Treat, Women's Events, etc.) and campus-wide projects (Christmas decorating)
- Attend general staff meetings and Kidz Team meetings as scheduled
- Assist Kidz Team members as needed.

### **On Campus Expectations**

- Monday - work from home as needed
- Tuesday and Thursday - expected to be in the office by 10:00 a.m.
- Wednesday - work from home as needed
- Friday and Saturday off

- Sunday - expected to be at church by 8:30

**Qualifications:**

1. Loves children & has experience working with them
2. Cares about safety of children
3. Not simply task oriented but bought into the vision of the church
4. Self-motivated & proactive
5. Team Player
6. Outgoing & engaging with both students & parents
7. Good with recruiting volunteers
8. Physically able to pick up children & be active with them