NEW CITY KIDS STAFF

OVERVIEW

The New City Kids Staff will seek to support and accomplish the mission of New City Church within the hearts and minds of children, birth through 6th grade, by partnering with their parents to help them celebrate Christ and serve Cincinnati. This includes shepherding children, equipping teachers, overseeing Sunday classes and other programs, and resourcing parents.

Holding strongly to Deuteronomy 6:4-9 and Psalm 145:3-4, New City believes that parents (along with the church family) have been charged with commending the works of God from one generation to another. Our hope is that children at New City will hear from a young age a compelling portrait of the glory and majesty of God, their need of him, and his astounding love and mercy offered to us in Jesus.

QUALIFICATIONS

- Must be a committed, growing Christian with a consistent personal prayer and devotional life
- Must love children
- Must be able to work well in a team ministry structure
- Strong and winsome leadership capacity
- Demonstrated gifts in teaching both children and adults
- Ability to recruit, organize and delegate to volunteers
- Displays servant leadership and adaptability
- Biblical and theological discernment consistent with the doctrinal positions and philosophy of ministry of New City Presbyterian Church
- Willingness to participate in the overall life and mission of the church

NURSERY DIRECTOR (8-10 HRS/WEEK)

Our Infant and Toddler classes are the first welcome many children get to the church. The Nursery Director will oversee these classes so that we can provide excellent care and hospitality for our youngest members and visitors. They also will oversee the curriculum for the Toddler B classes. Responsibilities include...

LEAD & PARENT COMMUNICATION

- Recruit and train new leads quarterly
- Communicate weekly with teaching leads
- Communicate regularly with lead teams, to provides resources and encouragement, manage any problems
- Communicate via email about information and classroom resources to parents
- Work with leads and parents to manage classroom issues with children

DIGITAL ADMINISTRATION

- Analyze information to determine class sizes and create rosters, quarterly
- Update Check-ins with new birth dates, quarterly
- Update Groups Resources, quarterly
- New baby care (typically 1-3 new babies/month)
    - Manage care spreadsheet
    - Communicate with expectant moms to determine needs and gather information
    - Set up meal trains, email lists and Mailchimp email templates

CLASSROOM MAINTENANCE

- Create/print/laminate classroom materials, quarterly
- Work with local printer to make copies, quarterly
- Restock classroom supplies, weekly

CURRICULUM (TODDLER B CLASS)

- Order curriculum and teaching materials and restock classroom
- Prep teaching supplies for the Toddler B classroom
- Send weekly email to leads teaching on Sunday

OTHER

- Attend staff meeting (2-3 hours/week)
- Rotate Sunday check-in/classroom management duties with NCK team (on duty 3 Sundays/month)
- Rotate being “on-call” for volunteers needing switches (on duty one out of every three weeks)
- Assist other NCK staff
- Work with the NCK team to plan and execute seasonal events for children (Hymn Sing, Easter egg hunt)