

Real Kidz Early Childhood Nursery Assistant Coordinator | Job Description



Responsible to: Real Kidz Early Childhood Coordinator, Real Kidz Pastor

Working Relationships: Real Kidz Early Childhood Coordinator, Real Kidz Pastor, Elementary Coordinator, Preschool Volunteers and Parents

Scope of Position: Focused management of a team of volunteers within the Early Childhood Nursery zone which ministers to Infants through Toddlers (2's) at the Kentwood Campus; oversee the weekend experience seeing that it is executed with excellence. Also manages the Connections Team (Hospitality).

Time Commitment: Part Time: 15 hours/week

Typical Duties:

- **Leadership**
 - Oversee the weekend experience for infants through 1's (Walkers) and the Connections (Hospitality) Team.
 - Assure excellence in our ability to deliver a positive experience for everyone involved in Real Kidz.
 - Build a team to serve as Zone Leaders.
 - Collaborate with the Early Childhood Coordinator and the Real Kidz Pastor to develop creative solutions for ongoing recruiting needs within Real Kidz.
 - Strategic planning- ensure goals and objectives are met.
 - Act as a liaison between the Early Childhood Coordinator, the Zone Leaders and volunteers in your area.
 - Provide relational modeling for your Zone Leaders and team members.
 - Facilitate the training of new Zone Leaders and team members within your zone.
 - Assist team members with any issues that arise.
 - Create a safe environment by monitoring the hallways/classrooms for any issues.
 - Pray for students, Zone Leaders, team members, and families throughout the week.

- **Administration**
 - Communicate with scheduled team members assigned to your zone.
 - Ensure that Zone Leaders and Volunteers have needed resources.
 - Ensure that scheduling updates are managed effectively.
 - Contact team members to ensure that all serving positions in the assigned area are filled. There will be approximately 50 serving positions that need to be filled monthly.
 - Collaborate with the Zone Leaders to ensure open team member positions are filled.

- **Team Dynamics**
 - Attend and participate in Early Childhood Team meetings.
 - Lead weekly Early Childhood Preschool Zone meetings.
 - Develop a culture of appreciation.
 - Review and resolve issues in Real Kidz for continued improvement.
 - Assist in leading pre-service Huddle meetings.
 - Equip and empower your Zone Leaders and team members, providing them with the tools they need to ensure excellence.
 - Establish the relational connections that help your team feel like they are part of a family.

- **Basic Personal Responsibilities:**
 - Confesses to be a born again Christian and seeks the will of God for his/her life.
 - Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
 - Demonstrates ability to multi-task, meet deadlines and maintain composure under pressure.
 - Self-starter needing minimal supervision.
 - Models the KCC mission, vision, and core values.
 - Maintains proper priorities and balance in his/her personal life.
 - Actively worships with his/her family at KCC and becomes a KCC member within 6 months of employment.
 - Be available to attend any ministry training opportunities, including those for our church computer database system.
 - Desires to participate in training opportunities to increase your knowledge, skills and overall job effectiveness.

- **Position Requirements:**
 - Dynamic with people; exhibits servant leadership and can assist the Real Kidz Team in the recruiting, empowering and equipping of volunteers.
 - Excellent communication skills - verbal, nonverbal, and written.
 - Experience in project and event management.
 - Uses good judgment in decision making.
 - Organized, pays attention to detail, shows initiative and effective follow through.
 - Able to prioritize and focus on key objectives and multitask.
 - Interacts with a variety of work styles.
 - Proficient in basis computer, telephone, and office equipment skills.
 - Able to process, maintain and protect confidential information in an appropriate manner.
 - High school diploma required.
 - Able to flex schedule to work evenings and weekends for special occasions, as needed.
 - Perform any additional duties and responsibilities as assigned.

- **Desired Characteristics**
 - **Personality Traits:** Dependable, discreet, friendly, professional, neat, loyal.
 - **Spiritual Gifts:** Administration, leadership, wisdom.
 - **Passion For:** Excellence in ministry to children and their families as well as those that serve them.

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter are due by Friday, December 15.

Please submit to the Children's Ministry Pastor [email](#).