

# NCK Pre-K & Elementary Coordinator



Part-Time Position (~25 hours/week)

## Church Overview

New City is a healthy, growing church in the Presbyterian Church of America of about 600 adults and 275 children in Cincinnati committed to connecting people to God, to community, and to mission. We want to ensure all we do is faithful to the kingdom of God and in line with our mission, vision, and values. We desire to be a faithful and fruitful church doing the right things in the right proportion at the right time, focusing on the means of grace: worship, baptism, the Lord's Supper, Scripture read and taught and preached, prayer, community, celebration, mission/service, and so on.

## Position Overview

The New City Kids Pre-K & Elementary Coordinator will seek to support and accomplish the mission of New City Church within the hearts and minds of our young school age children, by coordinating the Sunday morning Kids' Church program and classes, as well as partnering with their parents to help them celebrate Christ and serve Cincinnati. This includes shepherding children, equipping teachers, overseeing Sunday classes and other programs.

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.

**Sunday Morning Kids' Church & Classes:** Our Sunday mornings are "prime time" for ministry to our kids'. Our NCK Pre-K & Elementary Coordinator will equip teachers and prepare classes for Sunday mornings. Requires support, leadership of, and participation in Kids' Church. Relationships with parents and fostering development of friendship among kids is important.

**Administration & Logistics:** Manages classrooms, supplies, crafts, etc. Stays current on the "flock" - kids and families with babies and toddlers.

**Relationships :** Works in conjunction with the NCK Director and NCK staff to recruit, coach, assist, observe, and encourage lead teachers and volunteers. Helps coordinate quarterly "socials"/meetups for kids and families to develop friendships. Works to include kids in the broader life of the church.



## Qualifications/Competencies

- Must be a **committed and growing Christian**.
- Must love children.
- **Collaborative**: in addition to working with the New City Kids team, our Nursery Director will also work with volunteers and other staff members. The NCK director will need to be able to collaborate and communicate well with these team members, navigating and resolving conflict, maintaining a can-do attitude and not complaining, making excuses, or gossiping.
- **Related experience** and/or training preferred; i.e. kids' ministry, education, school administration, etc.
- **Quality Communication**: must be a warm, personable, solid communicator in both written and oral form. Requires responses to messages promptly (email, VM, text messages, Basecamp, etc.), tracking communication across multiple channels without losing details. Willing and able to communicate according to the New City Brand Manual.
- **Servant heart**: willing to serve and do whatever is necessary to equip the saints to do the work of ministry and for the kids ministry to thrive.
- **Non-anxious presence**: willing to work on solutions to challenges, calm in the face of busyness and crowds, "can-do" attitude, experiences the "peace that transcends all understanding."
- Willing to participate in the overall life and mission of the church.

## Responsibilities (Expanded)

- Deploy the curriculum for all Preschool and Children's Church classes. This includes currently 7 classes at 9a (Pre-K A, Pre-K B, K, 1st, 2nd, 3rd/4th Grade) and 6 classes at 10:45a (Pre-K A, Pre-K B, K, 1st, 2nd, 3rd/4th Grade), but will flex and develop over time.
- Recruit, coach, assist, observe, and encourage Lead Teachers for these classrooms. Weekly communication and follow up with each classroom team.
- Help coordinate quarterly NCK "socials"/meet-ups for kids and families to develop friendships.
- Along with other NCK staff, communicate philosophy and vision of New City in person and in writing to parents, visitors and general congregation.
- Encourage parents in the discipleship of their children, resourcing them to that end.
- Work with the NCK Team to update and ensure New City safety policies are in place and being observed.
- Work with Staff and other leaders to incorporate children into larger church life.
- Supply and resource Preschool and Elementary Rooms.
- Work in rotation with NCK Staff for Check-In on Sundays and for other events.
- Work in conjunction with the NCK team for volunteer switches.

### Other:

- In coordination with the staff team, help follow up with new families.
- Stay current on the "flock", those families at New City with kids; keeping up to date lists in Planning Center People.
- Participate in weekly staff meeting (~1.5 hr/week), weekly NCK team meeting, and other meetings as necessary.
- Participate in worship weekly @ New City.
- Pitch in to help plan and execute at least one annual church wide event/party/celebration (i.e. Pig Out, Ice Cream Social etc.)
- Be familiar with and follow direction from the Staff Handbook.
- Any other ad hoc tasks as required.

