

CityChurch Ministry Position Description

Ministry: KidCity - Bandera Road Campus

Position Title: **Preschool Assistant**

Classification: Part-Time Staff

Primary Objective: To provide a safe and secure age-appropriate experience that invites all parents to entrust their children to the care of the preschool program.

Key Job Responsibilities includes:

- Incorporate the vision of the church through the Sunday experience in collaboration with the KidCity director and the KidCity team
- Create an engaging experience that communicates the foundation of scripture, challenges our children to grow spiritually and serves as a building block for their growth as followers of Christ at an age-appropriate level
- Ensure a safe and secure program that teaches age-appropriate content to our preschool children
- Assist the Preschool Lead in creating and managing age-appropriate curriculum for the preschool program
- Assist in implementing a strategy that funnels preschool content to elementary content
- Assist in scheduling and contacting volunteers for weekend services
- Assist in recruiting and retaining the volunteers needed to accomplish the primary objective and ensuring they are trained, supported, and empowered for excellence
- Assist the KidCity team in KidCity wide events and special programs
- Operate within budget
- Other Duties as Assigned

Position Specific Competencies:

- Associates Degree or 3+ years equivalent work experience with children preferred
- A specific calling to the ministry
- A heart for children
- Effective organizational skills
- Self-motivated and flexible personality
- Proficient in Word, Excel, email and Internet applications