

KidCare Coordinator (Part Time)

The heart of Northside Christian Church is to connect unconnected people to Jesus Christ. We do this by connecting them to Christ, to Community and helping them live their Calling as a follower of Jesus.

We are currently looking for KidCare Coordinator (Part Time) to join our team that is passionate about connecting the unconnected.

Northside Christian Church is an independent Christian Church that is an Elder protected, Staff led fellowship 10 minutes from downtown Louisville in New Albany, Indiana with an average weekend attendance of over 5000 people.

The professional mission and purpose of the KidCare Coordinator is to:

- Provide a welcoming and safe space for all children, birth through fifth grade.
- Facilitate age appropriate opportunities for spiritual formation.
- Coordinate workers for all church activities; primarily during events not during normal weekend services.
- Support the children's ministry of Northside Christian Church, aka: Kidside.

Duties

1. Creating a welcoming and safe space
 - The KidCare Coordinator is responsible for maintaining clean, well organized and welcoming environments.
 - Parents are to be warmly greeted and welcomed when bringing children to the church activity.
 - Toys and activities should be accessible to all children when appropriate.
 - Tables, toys and other surfaces are to be cleaned and disinfected after use.
 - Bedding is to be washed when used.
 - Soiled diapers will be taken to outside dumpster.
 - Special needs for each child must be noted and addressed with care.
 - Supplies are to be organized and easily accessible to all workers and volunteers, including snacks, activities, diapers/wipes, and cleaning supplies.
 - Order additional supplies as needed.
2. Spiritual Formation and Development
 - Age appropriate curriculum is to be used during all gatherings to teach Bible stories and introduce Christian faith.

- Curriculum is to be selected in coordination with church staff and leadership.
 - Any music or videos should be sacred when possible.
 - Development of additional training and ministry programs as directed by leadership.
3. Coordinate Part-Time Staff Team
- Schedule adequate numbers of workers to be available whenever KidCare is open.
 - The KidCare Coordinator is responsible for coordinating workers for services and activities outside of normal scheduled weekend events (examples include Small Groups, Women’s Ministry Events, Parenting Events, Journey Classes, Baptism Classes, etc...).
 - The KidCare Coordinator will provide additional support at all extra services as requested (examples include Christmas Eve, Good Friday, Sunday evening activities, Funerals, special events, etc...).
 - Manage payroll and all financials for KidCare Team.
 - Coordinate teams using HomeBase system: set up and approve all schedules.
 - Request meeting space for all events and coordinate with facilities.
 - Approve all requests from ministries being supported in a timely manner.
 - Develop programs and resources for connecting ministries and events with the proper approval channels.
4. Support the Ministry of Northside Christian Church
- The KidCare Coordinator is expected to support the overall ministry of Kidside by planning and implementing various events throughout the year including but not limited to: Picnic on the Patio, Night of Worship, etc...

Hours	Weekly Responsibilities
4	Printing Lessons and setting up / cleaning up rooms
4	Preparing and maintaining KidCare Schedule
5	Administrative tasks (Background checks, hiring new team members, cards to KidCare team members, ordering supplies, etc.)
2	Deposits, payroll, register, finances and Concur reports (2 hours)
3	Maintain Events / Check In and prepare for special larger events (Journey, Serve Day, Night of Worship, Great Date, Rooted)
2	Meetings (4 hours at least in meetings that you’re expected to be at)

Total: 20 hours per week

3C

This is our holistic direction as Church leaders and lay leaders that we're committed to living out in our daily life. Expectations are everything and the Word leads us in this living.

1. CHRIST

"He is before all things, and in Him ALL THINGS hold together." **Col. 1:17**

- a) Identity – Physical, Mental, Emotional, Spiritual, Relational.
- b) Work
- c) Financial Generosity (tithe to Northside)

2. COMMUNITY

"They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer." **Acts 2:42**

- a) Weekend Gathering
- b) Life Groups

3. CALLING

"All of this is from God, who reconciled us to Himself through Christ and gave us the ministry of reconciliation." **2 Corinthians 5:18**

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. **1 Peter 4:10**

- a) Embrace God's Ministry for me
- b) Serve Others with my Gifting

Membership

A member of Northside Christian Church or willing to become a member

Next Steps:

Interested candidates should submit:

Cover letter and resume including references along with salary requirements.

Email your complete package to: apply@mynorthside.com