

City Church Houston
Sunday Morning Children's Assistant

POSITION: Sunday Morning Children's Assistant
REPORTS TO: Children's Coordinator
EXPERIENCE: 1-2 years of relevant experience
HOURS: Sunday mornings; 8:30 AM - 12:30 PM

POSTITION SUMMARY:

To oversee the City Kids nursery and children's worship service on Sunday mornings, alongside the Children's Coordinator, ensuring that children are well cared for, volunteers are encouraged and equipped to serve, and that parents are confident their children are lovingly taken care of during City Church's worship service.

JOB DESCRIPTION:

- Works Sunday mornings in City Kids from 8:30 AM – 12:30 PM
- Leads large group on a rotational basis
- Completes the Sunday Morning Checklist (classroom setup)
- Makes sure the operations team set everything up correctly (floor, panels, etc.)
- Greets families at the check-in table and assists them in the check-in process
- Ensures that screen, laptop and any other necessary technologies are operational
- Gives the nursery caregivers anything needed for the morning (crafts, lesson, laptop)
- Steps in for any volunteer positions that are not filled (if needed)
- Cleans up check-in table and puts away all other supplies
- Checks that all City Kids materials and equipment have been put away
- Keeps nursery/children's bins and cases organized
- Maintains friendly and professional relationships with volunteers, security officers and House of Blues staff
- Responds to parent and visitor inquiries at the front table
- Complies with City Kids policies and procedures

QUALIFICATIONS:

- A growing Christian aligned with the doctrinal orientation and core values of City Church
- Excellent organization and interpersonal skills