

# Village Kids Associate Nursery - 4 year olds

## PRIMARY OBJECTIVES

The Village Kids Associate for Nursery to 4 year olds reports to the Village Kids Site Leader. The Associate for Nursery to 4 year olds directly oversees all aspects of ministry related to Nursery to 4 year olds. This includes preparations for Sundays, execution of Sundays, creating effective lines of communication with families and volunteers, assisting in preparation and execution of all Village Kids site and corporate events.

## DEMONSTRATED QUALITIES

The Associate demonstrates the following characteristics:

- Fulfills the duties required of Village Church members as outlined in the membership covenant
- Philosophically aligned with the Village Church leadership
- Understands the DNA of Village Kids
- Is driven and a self initiator
- Thinks outside the box
- Problem solves
- Has a willingness to learn
- Flexible and able to self assess
- Strong social skills
- Proven success at multi-tasking, time management, and prioritizing

## RESPONSIBILITIES

Overall responsibility for:

- Nursery to 4 year olds (runs teams, schedules, lesson prep, craft prep, emailing lessons, mobile responsibilities)
- Scheduling volunteers
- Prepping and packing Sunday supplies
- Maintaining classroom supplies
- Quality and quantity of volunteers on a weekly basis
- Building the Nursery to 4 year old volunteer team
- Annual and micro trainings for the Nursery to 4 year old team
- Creating an atmosphere that kids and volunteers both want to be a part of
- Creating opportunities to connect and communicate with parents on Sundays
- Communicating lesson content for volunteers to lead from each week
- Ensuring the time on Sundays is engaging to all types of learners
- Overseeing storytelling quality and teaching quality on Sundays
- Teaching once a month
- Giving vision and articulating opportunity in an engaging way to volunteers
- Being magnetic and engaging to kids, families and volunteers



## Village Kids Associate Nursery - 4 year olds

- Working with the site team to organize and execute site events
- Working with the Village Kids team at large to organize and execute corporate kids and family events
- Connecting with leaders on a personal level; going for coffee, 1:1 meetings, etc.
- Ownership of inviting new people to serve on a regular basis - and then teaching other volunteers how to do the same
- Thanking at least one volunteer on a weekly basis - written card, email, text, phone call, etc.
- Pursuing relationships with unchurched people - connecting with them, invitations to events, inviting to Sunday services, etc.

### **KEY RESULTS**

- The Nursery to 4 year old volunteer team is healthy and full
- Volunteers thrive and grow in their abilities to teach, lead and work with kids
- Families and volunteers are connected and feel cared for
- Kids continue to grow and become Christ-like disciples
- Content and activities are fresh and engaging for kids each week
- The Sunday environment is fun, but professional, tidy and welcoming

### **WORK WEEK**

- 24 hours
- Sunday, plus two 8 hour office days (one being Wednesday)