



ASSISTANT CITY KIDS COORDINATOR

Melbourne

ABOUT CITY ON A HILL

City on a Hill began with a small team and a big vision to make a difference in our world for the glory of God. Since our inception in Melbourne in 2007, we have witnessed a special work of God's grace as he has united hundreds of men and women around the mission of 'knowing Jesus and making Jesus known'. City on a Hill now meets across five locations in three cities with core teams meeting weekly in two additional locations ahead of their public launches in the coming year.

While our story is characterised by constant change and growth, we have maintained an enduring commitment to Christ and his call on our lives in this generation. We are committed to raising up gospel hearted leaders, to build healthy churches, which will reach and serve cities with the gospel of Jesus.

ROLE SUMMARY

The Assistant City Kids Coordinator will assist with the oversight and logistics of running the City Kids program on Sundays. This is a part time position, one day per week (Sunday) and reports to the Generations Pastor - Melbourne. Duties will primarily be undertaken at the Melbourne service location – Hoyts Melbourne Central.



RESPONSIBILITIES

Responsibility 1: Oversee the logistics and operations of the City Kids Sunday Program

- Oversee setup and teardown of the City Kids space.
- Organise crafts and resources, advising if stocks are low.
- Create and ensure logistic plans are conveyed to volunteers.
- Assist the Generations Pastor with the operation of the City Kids program.

Responsibility 2: Management of Safe Ministry

- Assist with safe ministry checks, references and documentation of new volunteers and leaders.
- Report any safety or security issues immediately to staff.
- Ensure risk assessments are up to date.
- Communication to parents as needs arise with children.
- Organise and file sign-in/out records.

Responsibility 3: Oversee logistics and operations of City Kids events

- Support to one off events including but not limited to: child dedications, conferences, anniversary events, leader training days.

Responsibility 4: Research and special projects

- Any other projects of interest to the Assistant City Kids Coordinator under the oversight of the Generations Pastor.



KEY SKILLS AND GIFTING

- A demonstrated love for Jesus and his people.
- Willingness to commit to the vision and mission of the church as a member of City on a Hill.
- A robust understanding of the Gospel and the Scriptures.
- Well organised, able to effectively and efficiently communicate, manage time, and prioritize duties and responsibilities.
- Demonstrated ability to teach and disciple children.
- Ability to recruit, lead and develop volunteer leaders.
- Able to maintain trust and confidentiality when handling sensitive information.

CHARACTER

All City on a Hill staff must hold a current Working with Children Check, have a National Police History Check that returns no disclosed outcomes that would exclude them from the role, and uphold the standards outlined in the Anglican Church of Australia [Faithfulness in Service](#) code of personal behaviour for church workers.

HOW TO APPLY

To apply for the role please send your current resume along with an application letter addressing the key skills, gifting and character requirements to hr@cityonahill.com.au. Also include contact details of at least two referees most familiar with your relevant skills to this role. For more information phone 03 9640 0990, or email hr@cityonahill.com.au.

Applications close 29 September 2019