

NORTH HEIGHTS

Position Description for **Nursery Assistant**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Nursery Assistant

Reports to: Nursery Coordinator

Employment Status: Non-exempt; Part-time

3 Imperatives:

- Have a committed faith in Jesus; Belief that Jesus is the one and only Son of God and the only name that can save a human being.
- Caring heart dedicated to planting seeds of salvation into the next generation
- Ability to creatively implement curriculum to all ages of the nursery

Summary of Position: To serve under the Family Ministries Team, with specific responsibility of implementing learning experiences for nursery-aged children; engaging and incorporating parents.

Minimum Qualifications: Experience with Early Childhood, experience serving in a Christian ministry, capable communicator, good team player

Duties/Areas of Responsibility:

- Work with Family Ministries Team toward a seamless ministry on both the Arden Hills and Roseville campuses
- Appropriately represent Family Ministries within the larger direction of North Heights; within and beyond the walls of North Heights
- Assist Family Ministry in recruiting and coaching volunteers
- Ensure that curriculum is implemented effectively
- Volunteers are actively engaged in discipleship of children at all times
- Hospitable and trusting relationships are fostered with families
- Work to keep the nursery space clean, sanitized, and safe – following safe child procedures and help volunteers do the same

- Create high-hospitality in outer lobby and family room by keeping the environment tidy and personally facilitating a sense of welcome for parents
- Attend and support Nursery Team meetings and trainings
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- A Christ-centered, Spirit-filled life that relies upon the leading of God; Father, Son, Holy Spirit
- Able to be a part of a ministry team; supports and participates in the overall vision and implementation of NHLC vision, as well as that of Family Ministries
- Able to coach team and connect children and families with Christ, one another, and this faith community
- Demonstrate a Christ-centered, Spirit-filled life with many of the Gifts and Fruits of the Spirit evident and in operation
- Flexible and professional in appearance and manner, able to multi-task and respond to needs as they arise
- Strong interpersonal skills
- Organized record-keeping and other work habits
- Able to effectively communicate verbally and in writing, in English

Optional but Desired:

- Degree – Early Childhood Education, Elementary Education, or related field
- Basic knowledge of baby sign language
- Certified in pediatric first aid and CPR or willing to be certified

Outcomes Required:

- Nursery curriculum is implemented so that children experience the presence of Jesus
- Contact with adults/parents is hospitable, grace-filled, clear, professional, respectful, and inviting
- Those who come in contact with you are inspired to walk with Jesus by following in your footsteps; you set an example worth emulating