

## **St John the Baptist, Northcote Activities Co-Ordinator**

The purpose of this role is to create and employ a part-time worker who will develop and arrange a weekly session of games and activities for the children who attend our 930am Sunday service.



**St John  
the Baptist**

ANGLICAN PARISH OF NORTHCOTE

**Position title:** Children's Activities Co-Ordinator

**Responsible to:** The Co-Vicars of St John the Baptist Anglican Parish

It is expected that the Children's Activities Co-Ordinator will work in conjunction with the Co-Vicars plan and execute weekly games and activities for the children of the parish at the 930am Sunday service. The person will also support the parents who attend the church, with weekly updates about what is happening each Sunday. From time to time the Children's Activities Co-Ordinator may organize a special event (e.g. a BBQ or social outing) for the children and families of the parish.

The role is for 10 hours/week, with 2-3hrs of this worked on a Sunday morning at our 930am service. Although the role would require the successful candidate to be on site for the majority of their hours, it would be possible to do some work from home. It is also worth noting that the hours could be compatible with those of a school, thereby making it a good role for a parent.

### **The position reports to the Co-Vicars and encompasses the following major functions:**

- In conjunction with the Co-Vicars plan games and activities for each Sunday for children from preschool age to the end of primary school.
- Oversee and run the planned games and activities each Sunday at the 930am service with the support of volunteers.
- Work with the Co-Vicars and other stakeholders to create and develop outreach events and efforts to children and families in our local community.
- Build relationships with families.
- Create a fun and safe environment for the children of the parish.

### **Experience:**

Working with children, leadership, administration, volunteer/people management, event management, not for profit sector and/or church involvement.

### **Key Competencies:**

- Have a passion for working with kids
- Be willing to undertake a challenge and be excited about the prospect of developing a new form of outreach to children in the parish
- Be creative, and willing to try new things
- Be organized and a good communicator and able to work with volunteers
- Be residing in New Zealand with a valid work visa (if applicable)

- Self-motivated
- Ability to work effectively both independently and also within a team environment with a strong focus on people

As Children's Activities Co-Ordinator you will be required to hold a clear Police Check and also undertake boundaries and safeguarding training with the Anglican Diocese of Auckland as advised.

Applicants must be available for an in-person interview.

**About us:**

St John the Baptist is an Anglican Parish located in Northcote Point. At St John the Baptist we welcome all people on their faith journey. The St John the Baptist community is a place where that journey can be enriched and grown through prayer, worship, work and study. St John the Baptist is an inclusive parish that affirms there is a diversity of loving, faithful and mutually empowering relationships between God's people. Although there is usually plenty to do, we support a good work-life balance. As a church we deal with a diverse range of people, challenges and activities and, therefore, this makes the work varied and engaging.

Please contact the Co-Vicars for more information or phone 09 480 7568.

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