

## **APPLICATION INFORMATION**

# **Kids Bizz Playgroup Coordinator – Fixed Term 12 months**

### **Applications**

To apply for the role of Kidz Bizz Playgroup Coordinator, please provide your resume, and cover letter to [employment@citylife.church](mailto:employment@citylife.church). Applications close 28 April 2026.

Interviews may commence prior to the closing date and an appointment may be made prior to the closing date if a suitable applicant is found.

### **Position Description**

A detailed position description is attached.

### **Employment Information**

#### **Salary**

The salary may be discussed at the interview.

#### **Commencement Date**

It is anticipated this role will commence as soon as possible

Please note that we are only able to accept applications from those who have Australian citizenship or a current visa with full working rights for Australia.

### **Acknowledgement**

All applications received will be acknowledged by email. Interviews will be made by appointment.

### **Further Enquiries**

All enquiries should be directed to Justine Fung via email [employment@citylife.church](mailto:employment@citylife.church) or via reception on 9871 8300 during business hours.

### **Privacy Statement**

The information that you provide on this application form will be used by CityLife Church management to assist in our assessment of your suitability or otherwise for the position being filled. This information will be kept in strict confidence and used only by those who are involved in the employment process.

For further information regarding our use of information or for a copy of the complete CityLife Church privacy policy please visit our website at <http://www.citylifechurch.com/privacy.aspx> or request a copy of our privacy policy from Reception during business hours.

## Position Description

<b>Position Title:</b>	<b>Kidz Bizz Playgroup Coordinator – Part Time, Fixed Term (12 months)</b>
Accountable to:	CityLife Kids Pastor – Knox (Preschool Supervisor)
Works closely with:	CityLife Kids and other Ministry staff
Probation Period:	6 months
Full Time Equivalent:	0.4 – 2 days per week
Budget Control:	N/A
Staff Reporting to:	Kidz Bizz Administration Assistant
<p><b>Role Purpose:</b>            The Kidz Bizz Playgroup Coordinator provides overall leadership and coordination to the Kidz Bizz playgroup ministry (KB) and may lead 1-2 playgroup sessions per week. The role is responsible to oversee KB playgroups and work towards fulfilling the KB vision and mission “to demonstrate the love of Christ to families with young children in our local community.”</p>	
<p><b>MAIN DUTIES/RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Responsible in recruiting, interviewing, equipping and training KB Team Leaders for playgroups.</li> <li>• May be required to lead one to two playgroup sessions a week as needed</li> <li>• Ensuring compliance for all KB volunteers are up to date.</li> <li>• Responsible for raising a leadership team within the ministry and delegate appropriately.</li> <li>• Ensure that craft curriculum has been prepared for each term.</li> <li>• Responsible to source &amp; commence new playgroups in new areas as doors open, providing leaders and set up of venues.</li> <li>• Facilitate the organisation of events such as Dessert and Coffee nights, Leaders’ social nights &amp; Leaders’ meetings.</li> <li>• Responsible to co-ordinate at least one main school holiday event for all preschool families with input from CityLife Kids - Knox (Preschool</li> </ul>	

Supervisor and Events Coordinator). Oversight of the relationships with Playgroup Victoria and various venues ensuring they are strengthened.

- Visit playgroups on a regular basis.
- Responsible to support leaders in their role of pastorally caring for their playgroup families.
- Responsible to liaise closely with CityLife Community Care in the coordination of welfare and benevolent services for the pastoral oversight of community families.
- Responsible to see that all children and teams are valued, welcomed and nurtured in an environment of loving care.
- Responsible to provide organisation and teaching at Kidz Bizz volunteers when commencing
- Organise promotion of Kidz Bizz through church services, media, CityLife Community Care, Motherhood and other Ministries.
- Source and apply for suitable grants to further the objectives of Kidz Bizz.
- Manage Kidz Bizz budget/assets which include toys, craft supplies, consumables, and other equipment.
- Manage the Kidz Bizz playground including arranging a cleaning roster for playgroups that utilise it, arranging ongoing maintenance with the Maintenance Team on an as needs basis and attend to any redesign and/or upgrades required from time to time.
- Liaise with Councils and Playgroup venue committees in order to secure and retain suitable sites for playgroups to meet.
- Provide Head of Department with appropriate reporting that reflects development of program each term.
- Active participation in meetings involving CityLife Staff.

## **SKILLS & EXPERIENCE**

- Qualifications: Police Check – mandatory
- Working with Children Check Card (Employee) – mandatory
- Advanced MS Office (Word, Excel, PowerPoint, Outlook), familiar with Share Point.
- Minimum Certificate 4 in training/education/teaching or ministry/theology, or working towards, desirable

### **Skills:**

- Excellent verbal and written communication – including public speaking, and report writing.
- Data entry, analysis and database maintenance.
- Communication – ability to liaise and/or negotiate with pastors, staff, ministry team leaders and members of the congregation.
- Be proactive in looking for ways to improve processes and procedures
- Demonstrated confidence in spiritual gifts and ministry.
- Demonstrated ability to recruit, select and develop leaders.

- Team building skills.
- Organisation ability, decision-making and problem solving.

**Experience:**

- Experience organizing or leading small group programs—preferably involving children or families.
- Ability to coordinate volunteers, schedule sessions, and manage basic logistics

**KEY ROLE INDICATORS:**

- Safe and Nurturing Environment is Maintained
- Christ-Centred Atmosphere is Cultivated
- Strong Relationships with Families and Volunteers
- Program Runs Smoothly and is Well-Organised

**Key Role Outcomes and Measurements**

- Growth in vital signs as projected by annual goals.
- Demonstrates commitment to the Core Values of CityLife Church and acts consistently in accordance with these values. Challenges practices inconsistent with these values and uses values as a basis for decision making.
- Consistent leadership and support to Kidz Bizz Playgroups.
- A stable, strong and healthy team culture is consistently evident.
- Programs are adequately supervised, comply with duty of care and relevant policies.

CityLife Church is committed to the safety, protection and wellbeing of all children and young people across all of our congregations and worksites. CityLife Church has implemented a range of child safety measures including a Child Protection Policy and Code of Conduct. We advise applicants that CityLife's standards of rigorous screening and ongoing supervision/accountability are a reflection of this commitment. Our staff and volunteers are required to have a current Working with Children Check and undergo Police Checks where applicable. A copy of CityLife's Child Protection Policy and Code of Conduct are available on request.

## VALUES

Mission and Vision flow out of values. Values are what we consider important and worthwhile. Commonly held CORE VALUES are the key to unity and are the foundation upon which all activity must be based. Paul encourages us to be “like-minded” and “one in spirit and purpose” (Phil.2:2). We are committed to developing and pursuing Biblical kingdom values. As staff of the church we intend to model these values then seek to impart them to our congregation.

### **Core Values**

**(Who we are and what we're committed to):**

1. **Jesus Christ - we are a Christian church.** The person of Jesus Christ is central to all we do and through Him, we have relationship with God the Father and the Holy Spirit.
2. **The Bible - we are a Bible-based church.** We are committed to the Bible as the Word of God and our final authority for rule and practice.
3. **The Ministry of the Holy Spirit - we are a Spirit-filled church.** We believe that each Christian should develop the fruit of the Spirit and seek to use the gifts of the Spirit for the benefit of others.
4. **Discipleship - we are a maturing church.** Our goal is to help people become fully-devoted followers of Jesus Christ.
5. **Prayer - we are a praying church.** Our goal is become a house of prayer for all nations.
6. **Worship - we are a worshipping church.** Our goal is to express our devotion to God through joyful praise and intimate worship.
7. **Loving Relationships - we are a loving church.** Our goal is to see every person loved and cared for in such a way that they feel accepted, valued and have a sense of belonging.
8. **Servanthood - we are a serving church.** Our goal is to see every member developing their God-given abilities and using them to serve others.
9. **Outreach - we are an evangelistic church.** Our goal is to reach lost people both near and far and influence our community for righteousness through evangelism, community outreach, missions and church planting.
10. **Relevance - we are a contemporary church.** Our goal is to present the message of Christ in a way that is meaningful to regular attenders and comprehensible to outsiders.
11. **Diversity - we are multicultural church.** Our goal is to bridge cultural and generational gaps so as to create a community where different people can relate together in a spirit of love and unity.
12. **Excellence - we are a quality church.** Our goal is to pursue excellence in all aspects of church life in order to bring glory to God.