

## **APPLICATION INFORMATION**

### **Kidz Bizz Casual Relief Support**

#### **Applications**

To apply for the role of Kidz Bizz – Casual Relief Support, please provide your resume, and cover letter to [employment@citylife.church](mailto:employment@citylife.church). Applications close **5 June 2026**.

Interviews may commence prior to the closing date and 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 – Casual Relief Support</b>
Accountable to:	Kidz Bizz Coordinator
Works closely with:	CityLife Kids Pastor (Preschool Supervisor) CityLife Kids Staff Kidz Bizz Staff and Volunteers
Probation Period:	N/A
Full Time Equivalent:	Casual role
Budget Control:	N/A
Staff Reporting to:	N/A
<p><b>Role Purpose:</b></p> <p>The Kidz Bizz Casual Relief staff provides support to the Kidz Bizz Coordinator, and playgroup leaders in leading Kidz Bizz playgroup sessions as directed.</p>	
<p><b>Role Responsibilities:</b></p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Lead by ensuring room is prepared, welcome parents and children.</li> <li>b) Engage with new families to ensure they feel welcome and supported in our Kidz Bizz space.</li> <li>c) Facilitate and lead mat time (sharing God's story) and leading music time (worship) as per curriculum.</li> <li>d) Explaining craft and coordinating snack time.</li> <li>e) Supervise outdoor play and interact with families.</li> <li>f) Close the session and pack up accordingly.</li> <li>g) Responsible for supporting the volunteer teams and being the point of contact for Kidz Bizz communications, where appropriate.</li> <li>h) Be an active listener when liaising with parents and volunteers.</li> <li>i) Identify and refer parents and volunteers who require pastoral care (physical, emotional and spiritual) to the Kidz Bizz Coordinator.</li> </ul>	

- j) Observe, identify and inform Kidz Bizz coordinator of any children with additional needs who may need extra support.
- k) Assist with the craft days, clean out days or moving day under the guidance of the KB Coordinator.
- l) Uphold best practice and training Kidz Bizz leaders as required.
- m) Be aware of CityLife's compliance standards and report concerns where required.
- n) Partner with the CityLife Kids Ministry team to work towards the outworking of CityLife's Vision and how it applies to the Kids Ministry.

### **Key Role Outcomes and Measurements:**

- a) Timely and accurate delivery of:
  - Leading Kidz Bizz playgroup sessions
  - Liaising pastoral care needs
- b) High level of confidentiality and discretion when referring families.

### **Key Role Attributes**

#### **Character**

CityLife's values form part of all that we do. In KB, this includes every aspect of the development of curriculum, involvement with families and with every interaction with participants of all our kids' programs.

- a) 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 managing relationships and decision-making.
- b) Demonstrates a life submitted to Christ through lifestyle choices, words, and practice, i.e., Integrity, Spiritual vitality, Self-awareness, Self-leadership.
- c) Commitment to ensuring confidentiality regarding sensitive and personal information.

### **Knowledge, Skills, and Experience**

- 1 – 2 years' experience leading or working with children & families.
- Understanding of best practice requirements involved in running playgroups is desired but not essential
- Previous experience with volunteers
- Basic skills in the Microsoft Office suite
- Strong organisational ability
- Clear communication skills
- Police Check - mandatory

- Working with Children Check Card (Employee) – mandatory
- CityLife training in child protection and family violence – mandatory on commencement.

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 reflective 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.