



ROLE DESCRIPTION • Part Time

Position Title:	Kids Ministry Assistant	Reports To:	Family Pastor
Department:	Family	Supervises:	Volunteers

Position Purpose:

SUMMARY:

To work with and support the Family Pastor by helping to execute Sunday kids ministry. The Kids Ministry Assistant will also assist with church events that involve kids and their families, and help in other areas of kids ministry as needed.

Job Description

RESPONSIBILITIES

The following are the core responsibilities of the role and estimated percentage of time devoted to each area:

1. (20%) **Facility Oversight:** To oversee the set-up, resetting, and tear down systems of all kids environments that ensure clean, organized and safe children's spaces.
2. (40%) **Programmatic Support:** To oversee the programmatic activity of our Sunday kids programming, providing substitutionary volunteer or pastoral support when needed.
3. (20%) **Administrative Support:** To execute administrative tasks including weekly curriculum preparation and preparing all needed Sunday ministry supplies.
4. (20%) **Kids Ministry Support:** To provide support to kids ministry special events and to assist with all childcare needs, including for Mama's Group and all-church functions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- At least 18 years old
- CPR Certified (can complete once hired)
- Experience with kids

REQUIRED SKILLS

- Leadership
- Teachability
- Responsibility
- Adaptability
- Attention to detail

SPIRITUAL GIFTS

- Administration
- Teaching
- Discernment

PHYSICAL LABOR REQUIREMENTS

- Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds