



**Job Title:** Kids Ministry Assistant

**Reports to:** Kids Ministry Director

**Status:** Non-Exempt/Part Time

**Prepared By/Date:** English Preston - 3/9/22

**Approved By/Date:** Michelle Ravan - 3/18/22

### **Position Description**

The role of Kids Ministry Assistant is to provide organizational and administrative support to the Kids Ministry. The Kids Ministry Assistant supports ministry efforts on a weekly basis and assists with special events of the ministry. The Kids Ministry Assistant is responsible for organizing and structuring ministry resources and volunteers. This position is for 20 hours per week at \$15 to \$20 per hour based upon experience.

### **Working Relationships**

Works directly with the Kids Ministry Director and Kids Ministry Associate, Nursery Director, Next Gen Team, other staff members, and Kid Min Volunteers.

### **Roles and Responsibilities**

- Assist with Sunday morning set up and clean up to include set up and break down of classroom supplies and kiosks.
- Keep stock and organization of ministry resources and spaces.
- Assist the Kids Ministry Associate with curriculum, resources, crafts and other miscellaneous duties as assigned.
- Assist with various ministry activities such as Worship Wednesday, CrossWalk HangTime, ministry parties, summer camps and outreach activities.
- Coordinate refreshments/snacks for Sunday morning and Kids Ministry Events.
- Attend weekly Kids Ministry meetings.
- Assist with recruiting volunteers.

### **Key Deliverables**

- Operational support of weekly Kids Ministry activities and special events.
- Organization and stock of ministry resources.
- Attend and engage with kids and families at Kids Ministry events as needed.

### **Qualifications and Requirements**

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent.
- Currently attending and willing to become a member of East Cooper Baptist Church.
- Proficiency in Google Suite (Google Drive, Docs, Sheets, Slides).
- Physically able to lift up to 30 lbs and move about stairs and ladders.
- Excellent communication skills.
- Excellent organizational skills.
- 1-2 Years experience working with children or in a classroom setting.
- Flexible schedule.
- Collaborate on a team.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.