



**Title:** Kids Ministry Assistant

**Reports To:** Kids Ministry Director

**Hours:**

**Compensation**

## **GENERAL DESCRIPTION**

The Kids Ministry Assistant performs a variety of tasks that assist the Kids Director in the ministry to children in grades kindergarten to fifth grade at Global Harvest Church (GHC). The primary function of the Assistant is to free the Kids Ministry Director to attend to the work of the ministry while entrusting the various organizational details of the ministry. Must wholeheartedly support the mission, vision, doctrine, and ministry strategy of GHC.

## **RESPONSIBILITIES**

### **Sunday School**

- Deliver the message to children when needed
- Be present and oversee scheduling
- Ensure that all classrooms are appropriately staffed and adequately resourced. Teach a class as needed.
- Ensure that policy and procedures are adhered to, and volunteer teams are well supported
- Work with the director to provide opportunities for ongoing training and equipping
- Ensure that guest are welcomed (check-in and newcomer packets)

### **Administration**

- Volunteer paperwork- ensure that applications, policy and procedure, background checks, safety training are up to date for all kids ministry volunteers
- Volunteer care- oversee blessings and appreciation (birthday, encouragement card, events, etc)
- Social media, email, blog- regularly post events and updates on all platforms
- Support all events and ministry related programs for Kids Ministry (Vacation Bible School, Light the Night, Christmas performance, Promotion Sunday, Volunteer Team Appreciation, 2<sup>nd</sup> Service Childcare, 5<sup>th</sup> Grade celebration, NYE Service, Good Friday Service, Egg hunt, Operation Christmas Child, etc)
- Print curriculum posters and hang posters for Sunday School
- Assist and prepare supplies for teachers

- Ensure classrooms are clean and create a safe environment
- Generate, copy, and organize various reports from Planning Center database
- Design and prepare postcards, brochures, flyers, posters, handouts, policies, etc
- Prepare birthday gifts for children
- Prepare newcomer packets
- Purchase and order supplies related to the ministry

### **Other Responsibilities**

- Attend weekly meetings with director, weekly Kids Ministry team meeting and training sessions
- Attend one adult service per week
- Attend monthly Wednesday all church prayer and worship night
- Help develop and implement a strategy for recruiting and training volunteers.
- Evaluating successes and improvement opportunities following all programs. Working with volunteers and Kids Ministry Director in order to find deficiencies and work to create improvements.
- Attend workshops and conferences in order to continue to update skills and knowledge.
- Evaluate, review, and give input regarding the design of Ministry brochures, forms, information systems and publicity.
- Assist with childcare for other church events as needed

### **QUALIFICATIONS**

#### **Character**

- Must have a personal relationship with Jesus Christ as personal Lord and Savior. This includes living a life that represents Christ Jesus in devotion and love.
- Must be spiritually maturing: a growing knowledge of the Word, a deepening prayer life, boldness in sharing his/her faith when opportunities arise.
- A person of integrity, loyalty, and morality.
- A teachable attitude, humility and promoting a unity in the body of Christ.

#### **Commitment & Faithfulness**

- Committed to the local church and active in building community
- Team player with an understanding of this role with the overall ministry of GHC.
- Demonstrate an ability to relate well and work efficiently with his/her fellow staff members and all volunteers under his/her oversight.

#### **Competency**

- Experience serving in the area of Kid's Ministry. A high school diploma or GED required. Some college experience is desired but not required.

- Must have a heart for children and families and is deeply concerned for their spiritual welfare, development and safety.
- Ability to work as part of a team toward a specific goal yielding mutually edifying and supportive results.
- Creative ability to conceive, develop, organize and launch new programs and activities.
- Proven leadership skills and demonstrated success in recruiting, developing, evaluating, and encouraging volunteer leaders and teams toward the development of quality disciples.
- Has a working knowledge, familiarity, and experience with computers, the internet, Microsoft Office, and other common software programs.
- Must be highly motivated and action oriented; a strong work ethic; ability to work on multiple tasks simultaneously