

Job Description Kids' Ministry Associate

Reports to: Children's Ministry Director
FLSA status: Hourly (non-exempt)
Hours per week: Part Time 9 hrs
Campus: Sebastian

This position provides children's Ministry for church services, Bible studies, events and other activities as determined by the Children's Ministry Director.

Win, Disciple, Send ...*We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done...and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep his commands.* Psalm 78:4-7

Job Requirements:

- Work all scheduled shifts and mandatory special events unless time off is requested and granted beforehand by Children's Ministry Director.
- During services, you will **assist** the volunteers.
- Assist and interact with the parents during sign in and pick up
- Always attend to the children's needs
- Interact with kids—they are your priority! (*Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.* Matthew 19:14)
- Accompany children to the bathroom; wait outside. If younger child, you may need to help, keep door cracked
- Only female workers will change diapers. Wear gloves and wash your hands each time you change a diaper
- You must use the planned curriculum and help the children with their crafts during each shift (*Start children off on the way they should go, and even when they are old they will not turn from it.* Proverbs 22:6)
- Serve snacks to children
- When shift is over, **ALL** workers will clean toys, wipe down furniture in room, vacuum carpets, sweep floors and take out all trash to the dumpster
- Accompany children to the playground or play areas tending to their needs. Watch them carefully and make sure the rules are followed to prevent injuries
- Workers that are working during service times must make sure that **ALL** classrooms in the buildings utilized during service are cleaned before leaving
- Attend all mandatory Staff meetings
- Wear Children's Ministry shirt provided during every work shift
- Able to lift 35 lbs. Any child over 35 lbs will require help
- Follow all CCM policies and Childcare regulations
- There may be times that you will be **required** to work a mandatory event unless given permission from the Children's Ministry Director ahead of time.

Skills:

- Verbal and written communications skills in dealing with parents
- Good knowledge of proper grammar and punctuation
- Must be able to interact with child(ren) while overseeing the rest of the classroom
- Must have good judgment and decision-making skills

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- Self-starting – can work with little supervision or direction