



Hope Church Montgomery exists to multiply hope in Montgomery and beyond by multiplying disciples and multiplying churches. This mission informs everything we as individuals and as a church. Our one measure of success boils down to our core mission to make and multiply disciples, just like the great commission demands.

Position: Children's Administrative Assistant/Childcare Coordinator

Direct Report: To the Children's Minister.

Schedule: This is a **PART-TIME** position (*up to 15 hours per week*), Non-Exempt, Hourly

Purpose of Position:

The Children's Admin/Childcare Coordinator will provide administrative support to the Children's Minister helping to execute the ministry's mission and goals. This role serves as an essential team member, assisting with program coordination, volunteer support, coordinating childcare and ensuring smooth operations of all children's ministry activities. The assistant will work to create a welcoming environment for children, families, and volunteers, fostering spiritual growth and community engagement.

Basic Qualification & Expectations:

- Demonstrate a personal relationship with Jesus Christ and a passion for children.
- Ability to work well with others and be a team player.
- Available to work during worship on Sunday mornings and Wednesday evenings.

Preferred Prerequisites:

- At least two years serving in leadership in a children's ministry of a bible-based church.
- An advanced degree in education, ministry, or some other relevant studies toward children's ministry.
- Competent in using social media platforms, office software, and database software.
- Will be able to have the desire, margin, and flexibility in the future to grow with the ministry.

Ministry Responsibilities:

- Create a safe, positive, nurturing and age-appropriate learning environment for each child.
- Assist in planning & prepping curriculum used in the children's programs.
- Regularly teach classes for children's programs.

- Assist in planning seasonal events and programs including VBS, Outreach, parties and activities.
- Coordinate and staff nursery/preschool childcare during agreed upon church wide events.
- Organize weekly volunteer teaching schedules and confirm adult volunteers using a weekly email, including developing and implementing a plan for last-minute substitutes on Sunday morning.
- Help recruit, coordinate and train children's ministry volunteers.
- Assist in organizing and cleaning of all spaces and equipment in the children's area.
- Use the church software (Realm) for scheduling events and check in of all Kids church and special events.
- Build positive, professional and supportive relationships with families.
- Perform other duties as assigned by the Children's Minister.

Knowledge & Skills Needed:

- Strong communication and organizational skills.
- Strategic and creative thinker capable of thinking through the details of a plan.
- Ability to work well with parents, volunteers, church staff and children.
- Exhibit Biblical knowledge and teaching ability.
- Excellent time management with the proven ability to complete multiple tasks simultaneously.
- Ability to make graphic designs a plus but not required.
- Friendly, patient, flexible and prompt.