

Job Title: Children's Ministry Assistant

Reports to: Children's Pastor

20-25 hours per week



THE IDEAL CANDIDATE IS:

1. A gifted, proven administrator passionate about coordinating, planning and organizing ministry for children
2. An authentic Christ-follower with the ability to relate to children, adult leaders and parents
3. A person who strives for excellence
4. Someone who pays close attention to details without overlooking the value of people
5. Computer literate (Word processing, PowerPoint, Excel, Data entry, etc.)

GENERAL RESPONSIBILITIES:

1. Hire, schedule, train and regularly meet with childcare workers
2. Maintain records and background checks for all childcare workers
3. Manage logistics for Special Events involving childcare workers (IE: Honors lunch, SERVE, etc.)
4. Provide MOPs support under the direction of the Children's Pastor
5. Assist Children's Pastor and Associate Pastor during weekend services (Saturdays and Sundays)
6. Coordinate lessons and supplies for Childcare classrooms
7. Attend weekly Children's staff meetings, Support Staff Meetings, and monthly All Staff Meetings
8. Maintain regular office hours (Saturday Evenings, Sunday mornings, Tuesdays and Thursdays)

SECONDARY DUTIES AND RESPONSIBILITIES:

Other duties, responsibilities, and/or ministries may be negotiated, acquired or assigned dependent upon experience, gifting, and abilities.

PREFERRED QUALIFICATIONS:

Experience working with children and High School Diploma

Minimum 6 months working at a licensed center or studying child-related course work

Must have CPR/First Aid certification or be willing to obtain them

Submit Résumé To: ford@unionchapel.com