



RESURRECTION LUTHERAN CHURCH

POSITION DESCRIPTION

POSITION: Children Youth and Family Assistant

REPORTS TO: Children Youth and Family Ministry Director

POSITION PURPOSE: To strengthen and support the children, youth and family ministry team in such a way that the organization runs smoothly and is well represented to the partners of Resurrection.

POSITION QUALIFICATIONS

- Commitment to God, to His Church, and to the vision and mission of RLC
- The ability to relieve the children, youth and family directors of regular clerical and secretarial duties.
- Ability to work within the positions time constraints.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, Publisher)
- Strong organizational skills
- Ability to be flexible and support team where needed
- Strong keyboard and computer skills

POSITION

- Prepare lesson plans or discussion guides, classroom activities, craft materials, games and other classroom resources on a weekly basis for Pathfinder Kids Sunday School and Elevate Student Ministry.
- Help recruit and coordinate volunteers for Pathfinder Kids Sunday School and Elevate Student Ministry. Find substitutes when needed.
- Assist in weekly communication to volunteers in children's and student ministry regarding curriculum, themes, and special events.
- Coordinate set up of classrooms and church space for Pathfinder Kids Sunday School and Elevate Student Ministry.
- Participate in weekly programming on both Sunday morning and Wednesday nights.
- Assist with serving project planning and implementation.
- Assist with event planning, implementation, and assessment of activities, classes, special ministry events for both children's and student ministry.
- Communicate with volunteer team leaders in both children's and student ministry to coordinate details and support their work.

- Provide administrative support by responding to phone calls and email inquiries, making copies, and distributing materials for the Children's and Student Ministry Director.
- Monitor the calendar for both children's and student ministry.
- Other duties as assigned.

DESIRED RESULTS

Increase engagement in ministry for children, youth and families.

RESOURCES AND SUPPORT

- Staff
- Pastors
- Council
- Congregation

HOURS AND BENEFITS

- 15-20 hours per week
- This position requires working on some Sundays with flexibility during the week to accommodate evening and weekend meetings, and services.
- Resurrection hosted education opportunities