

CHILDREN'S MINISTRY ASSISTANT



Job Description

PURPOSE

To help elementary-aged children discover and deepen a saving relationship with Jesus by setting the Elementary Ministry staff and volunteers up for success.

EXPERIENCE

- College degree
- Minimum two years of working with children
- Minimum one year of working with volunteers
- Organizational skills
- Verbal and written communication skills

DETAILS

Full-time

Reports to: Children's Ministry Director

Work Schedule: Typically, Sunday through Thursday with some exceptions for special events.

KEY RESULTS & RESPONSIBILITIES

Assist the Elementary Ministry staff by ensuring Sunday and Wednesday small and large groups are fully ready ahead of time

- Ensure all curriculum and materials are ready and available when and where needed
- Ensure all rooms are set up and technology is ready
- Be available to help staff and volunteers during the ministries
- Ask for feedback from staff and volunteers to make sure needs are being met and appropriate new ideas are implemented

Lead all administrative functions needed for the Elementary Ministry to run seamlessly

- Keep the database up to date so that it reflects actual data
- Ensure all systems are operating to ensure kids, families, and volunteers have a smooth experience
- Ensure all metrics are accurate and turned in

Support all events outside of the normal Sunday ministries to ensure events are successful

- Provide administrative help to staff and volunteers
- Be available to help staff and volunteers as needed during events

Build relationships with elementary kids and their families

- Greet families as they arrive
- Know the volunteers' families

Align with the Children's Ministry Team and FBC staff

- Be engaged and aligned with the FBC mission
- Be engaged and aligned with the Children's Ministry team
- Ensure all events are aligned with the church
- Protect the health, relationships, and values of the FBC staff