**POSITION DESCRIPTION**

**JOB TITLE**: **Children’s Ministry Assistant**

**REPORTS TO (Title)**: Director of Children’s Ministry

**FLSA STATUS**: Non-Exempt

**UPDATE DATE**: November 2022

**POSITION SUMMARY**:

Assists and supports the Director of Children’s Ministry, the children, and their families.

**KEY DUTIES AND RESPONSIBILITIES**:

* Assists in the planning and reporting of the Children’s Ministry Budget.
* Assists in the planning, registration, communication and follow-up of all activities in the Children’s Ministry.
* Assists and coordinate supplies and set-up needed for weekly programs, ensuring that the children’s areas of the church are organized and ready for events.
* Coordinates with the Director about special events; set-up, supplies, clean up.
* Coordinates with the Director for pastoral care for children and families.
* Assists with and teaches Sunday School as well as organizes volunteers for teaching and leading.
* All other work-related tasks as assigned by pastors, management and/or Board.

**EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS**:

* Minimum High School diploma or GED required
* Two to three years of experience in Children’s Ministry
* Experience as an Administrative Assistant
* Proficiency in Microsoft Office applications, ACS preferred
* Navigate internet research and social media
* Working Biblical knowledge
* Strong organizational skills

**COMPETENCIES:**

Self-directed and ability to work independently

Strong Communication Skills

Dependability/Teamwork

Confidentiality/Discretion

**SUPERVISORY RESPONSIBILITIES:**

None

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit/stand for extended periods of time, speak and hear. The employee is frequently required to walk, write, reach with hands and arms, stoop or kneel. Must be able to lift a minimum of 5o lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This is a working document knowing that certain primary responsibilities of the Assistant may change over time.*

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Signature Date

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Print Name