

JERSEY CHURCH

JOB DESCRIPTION for KIDS MINISTRY ASSOCIATE

Position

Kids Ministry Associate Part-Time

Hours

Part-time (20 hours a week, Non-Exempt)

Reports to

Kids Minister

Purpose

To provide leadership to Kids Ministry under the direction of the Kids Minister. Work with volunteers to ensure a dynamic experience where the mission of the church is accomplished.

Duties & Responsibilities Include

This is the role of supporting and enabling people to meaningfully engage in the work of the church.

- Oversee scheduling of volunteers
- Oversee the preparation and provision of curriculum to teachers
- Assist in recruiting and training volunteers
- Assist in maintaining the Preschool & Elementary Ministry portion of the church website and social media accounts.
- Assist in making sure classrooms are set up prior to Sunday Morning.
- Manage AV/ Tech equipment as well as maintain check in stations.
- Oversee preschool snacks (weekly). Order necessary replacements as needed.
- Help in planning events to enhance Sunday morning experience that coincide with special holidays.
- Assist in recruiting volunteers for regular programming and special childcare events
- Assist in any decorating for monthly themes
- Help to keep resource rooms organized.
- Other duties as assigned

Education/Skill Requirements

- Experience in Kids ministry preferred
- Administrative skills
- Demonstrated ability to work in teams
- Leadership skills

Other

- Conservative theological views
- In complete agreement with Baptist Faith and Message
- Alignment with Jersey Church vision
- Must maintain confidentiality and trust in all church matters