



**Kids' Ministry Assistant
Discovery Church**

Direct Supervisor: Children's Ministry Director

Summary: The role of the Kids' Ministry Assistant is key in the overall mission of Discovery Church to *pursue wanderers to become wholehearted adventurers with Jesus*. The Assistant reports to the Children's Ministry Director and will endeavor to come alongside to support the Children's Ministry Director as detailed below.

Compensation: This position is a paid part-time position (up to 8 hours a week) with no employee benefits.

Values: In this role, the Assistant will embrace and embody the Discovery Family Values (*Jesus before Everything, Pursuit over Perfection, Kingdom Building over Pew Filling, Pioneering over Settling and We before Me*), call them out in team members and celebrate the expression of those shared values.

Job Description:

- Print and prepare curriculum for Sunday classes
- Create curriculum supply list and prepare supplies for each Sunday class
- Inventory and maintain snacks and refreshments. Notify Director when running low.
- Assist in setting up classrooms and other areas and keeping them in order
- Organize and keep tidy storage spaces
- Clean and sanitize toys (weekly). Rotate toys among classrooms.
- Post videos lessons and other engaging posts on social media (Facebook, ChurchCenter App, etc.)
- Meet and communicate regularly with Director.
- Assist with launching and maintaining a bible reading program.
- Assist with special events (Trunk or Treat, Christmas, Sport and Art camp, etc.)
- Assist with volunteer recruitment process
- Organize childcare for church sponsored events
- Attend various meetings and handle other duties as directed by Director.

Ministry Qualifications

- Has a personal, growing relationship with Jesus
- Discovery Church Member and agrees with our By-Laws
- Volunteers regularly on Sundays in Kids' Ministry
- Flexible to work up to 8 hours each week
- Proficient with a computer, navigating the internet, and using a copier.
- Experienced with social media platforms like Facebook, YouTube and ChurchCenter App
- Experienced with and has a smart phone.
- Dedicated, punctual, and works well with the Director, Kids' Team and Church Staff.
- Teachable and trainable
- Direct and clear about personal needs
- Passionate and excited about the next generation
- Self-motivated
- Innovative and creative
- Team player with positive, servant-motivated attitude
- Confident and likes working with people
- Good communication skills; written and oral
- Ability to organize, learns quickly, takes initiative, and maintains confidentiality
- Ability to independently perform job functions with minimal supervision