



Children's Ministry Associate Job Description

Start Date: August 2019

Position Title	Children's Ministry Associate
Position Requirement	20 hours/week (an additional 10 hours of administrative assistant work is available if interested)
Responsible To	Megan Yusep, Children's Pastor

As part of the Children's ministry leadership team, candidates will help cast and achieve the vision for Children's ministry. Candidates will lead teams, plan and implement activities and assist with administration of these ministries as needed.

Availability to work Sunday services is required. Candidates should also be available evenings Thursdays (twice a month) Fridays (once a month). These hours will be included in the 20-hour work week.

Qualifications:

- Loves children and excited to teach them about Jesus
- Ability to shepherd and lead people, a team builder
- Some experience in Creative Communication or Curriculum development
- Competency in organization, record keeping, information management and computer usage
- Adaptable to a ministry schedule that demands evening hours of work
- Has experience working with children and at least one year experience serving in children's ministry in a church context
- Able to support our statement of faith and our leadership agreement

Leading Role:

- Lead Bi-weekly Thursday Pre-teen nights (Grade 5-7)
- Recruit and train leaders for (Grades 4-7)
- Plan Monthly Preteen events
- Plan and adapt weekly curriculum for Grade 4-7
- Partner with Children's pastor in leading children's ministry on Sunday mornings

Administrative Role:

- Manage Attendance records
- Send reminder emails to weekly leaders
- Gather Supplies for Sundays
- Maintain the cleanliness and décor children's ministry spaces
- Manage Safety & Screening for new volunteers as they express interest
- Other responsibilities as required

Front Office Administrative Assistant*
Start Date: August 2019

Position Title	Front Office Administrative Assistant
Position Requirement	Part-time
Responsible to	Discipleship pastor and SLT as designated

*The Front Office Administrative Assistant role is a part-time position, 10 hours per week. Hours are Wednesday – 9-5 Thursday 9 – 11 (these hours may change over the course of time). The compensation package includes an hourly wage (\$16-20/hour depending on experience). This position includes a 3-month probationary period for new employees.

Primary Focus

I Reception and Administrative duties

1. Respond to incoming phone calls and on site visitors and website generated inquiries in a welcoming and professional manner.
2. Ensure that reception services are cared for by other administrative staff when away from the front office.
3. Coordinate deliveries and on-site visits by those who are doing repairs, maintenance, etc.
4. Provide general administrative support to other departments as time, need and resources allow.
5. Tidy and maintain kitchenette and foyer.

Qualifications

- Competent in organization, record keeping, information management.
- Personable and professional reception attributes.
- Competency in Microsoft Office and using a computer network.
- Ability to multi-task.
- Good understanding of the unique aspects of working within a local church setting.
- Effective in task management, meeting deadlines, scheduling and advance planning.
- Good command of English language. Competence in both oral and written language skills.
- Skilled in interpersonal communication and dealing with the public.
- Part of North Shore Alliance worshipping community

*If possible, this position will be combined with a 20 hour/week Children's Ministry Associate Position (see accompanying job description).