



His Kids & Preteen Associate Job Description North Shore Alliance Church

Position Title	His Kids & Preteen Associate
Position Requirement	20 hours/week
Responsible To	Linda Rae, Children's Pastor

As part of the His Kids leadership team, candidates will help implement the vision for our weekly His Kids ministry and preteen ministries. Candidates will lead teams, plan and implement activities and assist with administration of these ministries where needed. An ideal candidate would be willing to teach the large group time on Sunday mornings and have some experience with creative communication.

Availability to work Sunday services is required. Candidates should also be available evenings Thursdays (every other for preteen) and Friday (once a month for events). These hours will be included in the 20-hour workweek.

Qualifications:

- Loves Kids 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
- Enjoys implementing a vision that has already been established
- Able to take a direction
- Adaptable to a ministry schedule that sometimes demands after hours work
- Able to support our statement of faith and our leadership agreement

Teaching & Leading Roles:

- Teach Large Group Once a month
- Plan and adapt Sunday morning curriculum
- Lead Small groups on weeks not teaching Large Group
- Recruit and train new volunteers as they express interest in His Kids and coordinate the Preschool or Nursery teams
- Lead weekly pre-service prayer time with leaders
- Plan and attend some preteen / His Kids events

Administrative Roles:

- Manage the His Kids Attendance records
- Send reminder emails to weekly leaders
- Gather Supplies for Sundays
- Maintain the cleanliness and décor of His Kids / Preteen spaces