



# NORTHWOOD CHRISTIAN CHURCH

**Job Title:** Children's Ministry Assistant

**Reports To:** Children's Ministry Manager

**Position Status:** Part-time (28 hours/week), Non Exempt, Hourly

## **Position Overview:**

The role of the Children's Ministry Assistant is to assist the Children's Ministry Manager in providing vibrant and inviting programming that reflects the love of Christ and enables children from birth through 5<sup>th</sup> grade and their families to grow in faith and maturity through educational ministries. The successful candidate will work with the Children's Ministry Manager, and our Northwood Children's Ministry Team to plan and implement programming for the children and families of Northwood Christian Church and the community.

## **Basic Qualifications & Expectations:**

- Demonstrate a personal relationship with Jesus Christ and a passion for children
- Ability to work well with others and be a team player
- Ability to lift 30 lbs., stand, sit, kneel, and squat with ease for extended periods
- Available to work during worship on Sunday mornings and Wednesday evenings

## **Job Responsibilities & Duties:**

- Create a safe, positive, nurturing and age-appropriate learning environment for each child.
- Assist in planning & prepping curriculum used in the children's programs.
- Regularly teach classes for children's programs.
- Assist in planning seasonal events and programs including VBS, Outreach, parties and activities.
- Help recruit, coordinate and train children's ministry volunteers.
- Assist in organizing and cleaning of all spaces and equipment in the children's area.
- Use the church software for scheduling events and check in of all Kids church and special events
- Build positive, professional and supportive relationships with families
- Member of the Children's Ministry Team
- Perform other duties as assigned by the Children's Ministry Manager or Associate Pastor.

## **Knowledge & Skills Needed:**

- Strong communication and organizational skills
- Strategic and creative thinker capable of thinking through the details of a plan.
- Ability to work well with parents, volunteers, church staff and children.
- Exhibit Biblical knowledge and teaching ability.
- Excellent time management with the proven ability to complete multiple tasks simultaneously.
- Working knowledge, familiarity, and experience with computers, the internet and Microsoft Office.
- Friendly, patient, flexible and prompt

## **Education/Experience/Certification:**

- Minimum 3 year of experience working with children in a professional or volunteer capacity