

## **Position Description: Kids' Community Assistant**

At the River Church Community, we value children as growing disciples of Christ and desire to provide opportunities for them to worship, learn, build relationships, and play. Kids' Community is our Sunday morning experience for children ages birth through 5th grade. Each Sunday (pre-COVID) we welcomed about 125 kids and had about 80 rotating volunteer ministers who serve with the children. Additionally, we provide childcare for various events happening within the church.

We are looking to hire a Kids' Community Assistant to help with the ongoing administration of these programs. This part-time role would be ideal for a detail-oriented person who enjoys communicating and problem-solving with a positive attitude.

### **Primary responsibilities:**

- Schedule volunteers and send reminders (about 2 hrs/week, can be done remotely)
- Prepare Sunday morning supplies and materials, including lessons, activities, and snacks (about 2 hrs/week, in person)
- Proactively manage kids' community supplies, including organization, purchasing, printing/copying, etc. (about 2 hrs/week, in person)
- Communicate about Sunday follow up as needed (varies, can be done remotely)
- On Sunday mornings, be present at the church building 8 am-1 pm. Help to set up classrooms, welcome volunteers and families, and be the supervising staff member for one service (may attend worship the other service). (about 5 hrs/week, in person)
- Recruit and schedule childcare workers for special events and be present to get them set up (varies, can mostly be done remotely)
- Meet with Children's Ministry team (1 hr/week, can be done remotely)
- Other duties as desired or assigned (such as helping with special events, depending on interest, skill, and availability)

### **Qualifications:**

- A mature and emotionally healthy Christ-follower
- Conviction that the spiritual formation of children is a critical ministry of the church
- Strong administrative and communication skills
- Ability to use software: familiarity with Google Drive (Doc, Sheets) required; willingness to learn additional programs like Planning Center, Slack, Mailchimp, etc.
- Positive attitude in times of stress; conflict resolution/peacemaking skills
- Experience as a volunteer in children's ministry helpful but not essential
- Active support for the values and mission of The River Church Community

### **Hours and Compensation:**

This position is part-time, hourly, about 15-20 hours per week (negotiable). Sunday will be considered a workday. Pay is \$21-24 per hour, commensurate with experience.

### **Application process:**

Please submit a cover letter and resume to [jobs@the-river.org](mailto:jobs@the-river.org) (please make sure the file names include the applicant name). Requests for more information can be sent to the above email address.