



POSITION TITLE: Children's Ministry Assistant/Intern

EMPLOYEE CLASSIFICATION: Year round, Part-Time/Salary-Stipend (20 hours/week)

REPORTS TO: Director of Children's Ministries

POSITION CREATED: January 2016

JOB DESCRIPTION: Updated May 2022

The Children's Ministries Assistant/Intern will be responsible for assisting the Director of Children's Ministries in planning, supporting, and leading the children's programs for children ages 3 years-6th grade. He/she will join Director in making connections with children and their families; building their faith foundation in Christ; and helping foster a love of serving others.

DUTIES & RESPONSIBILITIES

- Gather and organize weekly Sunday School lessons, supplies, and materials for all classes or assist Sunday School coordinator in doing so. Make sample crafts if needed.
- Assist in executing our Wednesday night children's programs which include PIER Kids and SWIFT (Aug – beginning of May) and PJ Party Wednesdays (June-July) by gathering supplies/materials, communicating with leaders/volunteers, and leading/directing programs as needed.
- Attend weekly Children's Team meetings.
- Print and maintain children's worship bulletins/items.
- Plan and assist/lead Children's Church as needed.
- Attend quarterly Children's Dream Team meetings
- Help purchase and organize supplies, resources, and equipment for children's programs.
- Assist in creating, planning, and executing special events including, but not limited to, Vacation Bible School (June), Easter Egg Hunts, Breakfast at the Manger (December), 3rd grade Bible Presentation (August).
- Plan and lead the PreK/Kindergarten side of summer VBS.
- Attend seasonal camps when needed – normally, Winter Retreat (February) and Summer Camp (July).
- Help recruit, organize, and communicate with volunteers.
- Assist the Children's Director as needs arise and step in to lead in the absence of the Children's Director.

QUALIFICATIONS

The qualified candidate will have:

- A servant heart and well-developed faith.
- Good technology skills, particularly with Microsoft programs, email/text programs, and knowledge/access to social media sites.
- A team player who works well with a variety of personalities.
- Strong communication skills.
- Strong desires to work with children, share the Gospel, and lead them to Christ through love in action and teaching.