



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

We are looking to hire a Kids' Community Assistant to help with the ongoing administration of our program. Each Sunday we welcome about 125 kids and have about 80 rotating volunteer ministers who serve with the children. Additionally, we provide childcare for various events happening within the church. 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)
- Prepare Sunday morning supplies and materials, including lessons, activities, and snacks (about 1 hr/week)
- Manage kids community supplies, including organization, purchasing, printing/copying, etc. (up to 1 hr/week)
- Sunday morning set up, problem solving, and clean up (5 hrs/week)
- Communicate about Sunday follow up as needed (varies)
- Book childcare workers for special events and be present to get them set up (varies)
  - Hire childcare workers
  - Schedule and remind them
  - Oversee any administrative needs for childcare, such as sign-in sheets, supplies, etc.
- Meet with Children's Ministry team (1 hr/week)
- Other duties as desired or assigned

### **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) and MS Office required; willingness to learn additional programs like Planning Center, AirTable, Adobe InDesign and Illustrator.
- 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, about 15 hours per week (negotiable). Sunday will be considered a workday. Starting pay is \$20/hour, depending on experience.

### **Application process:**

Please submit a detailed cover letter and resume to [lesley@the--river.org](mailto:lesley@the--river.org). Both documents should be combined as one Word document with the file titled "River KC Assistant APPLICANT NAME." Requests for more information can be sent to the above email address.