

**Creekside Covenant Church
Children's Ministry Assistant**

GENERAL DESCRIPTION OF POSITION

The Children's Ministry Assistant works closely with the Children's Ministry Team (CMT) to help coordinate Sunday morning children's programs for Creekside Covenant Church.

HOURS

Six (6) hours per week.

QUALIFICATIONS

1. Fully devoted follower of Christ.
2. Love for people – especially children.
3. Friendly, enthusiastic and joyful.
4. Gifted in organization and coordination of many details.
5. Self-motivated.
6. Must be proficient in communicating via email and have regular access to email.

RESPONSIBILITIES

Sunday Morning

- Setup/Tear Down. Supervise, check and recheck rooms before and after service; assist with the setup/take down (8:30-11:30 am). This role does not allow for the person to be in worship service at Creekside.
- Greeter. Be the consistent, friendly, cheerful face to greet children and their parents in the children's area and to get children signed in.
- Supervise. April-June & September. Be available during the entire service to meet the needs of the leads, teachers, other volunteers, and children. Make sure the child/teacher ratio in classrooms is appropriate and communicate any concerns to the leads.
- Summer. July-August. Take full lead role for summer programming coordinated by CMT.

Other

- Reminder. Call or e-mail reminders for upcoming week to volunteers in children's area.
- Office Hours. Set weekly office hours, 1-2 hours a week, preferably Wednesday-Friday.
- Fill Bins. Replenish bins as needed or as requested by teachers during the week at the Ministry Center for upcoming Sunday.
- Background Checks. Administer and maintain up to date volunteer background checks when new volunteers start.
- Curriculum. Assist with organization and distribution of curriculum selected by CMT (one quarter at a time) to all volunteer teachers and parents.
- Coordinate logistics for teacher and parent meetings as requested by CMT.
- Volunteer appreciation. Work with Leads to coordinate volunteer appreciation at end of school year.
- Cleaning and Maintenance. Coordinate the cleaning and maintenance of tables, chairs, toys, etc. one time during six-month position.
- Meetings. Meet quarterly with CMT to plan and discuss vision for upcoming quarter.
- Meet monthly with staff supervisor.