

Children's Ministry Assistant

SMCC-St George Campus

Position Summary:

The Children's Ministry Assistant supports the Director of Children's Ministry with scheduling, classroom set up, curriculum distribution, and other related tasks, for the purpose of developing a ministry that is irresistible, growing, and thriving. The goal is to assist in producing fully devoted and fully delighted children and volunteers.

Key Attributes:

- **Team Builder:** Can build teams and develop leaders
- **Relational Leader:** Friendly and has the ability to relationally fuel those on their team. A person who connects readily with children
- **Quality Manager:** Looking for ways to improve, sensitive to misses, and committed to excellence
- **Cheerleader:** Encouraging those on their team constantly and celebrating other ministries in their success
- **Carrier of the DNA:** Live out and pass on the SMCC mission, vision, and values
- **Solution Specialist:** Able to identify current and future problems and implement solutions
- **Systems Operator:** Can operate systems and processes in use for Children's ministry
- **Conflict Resolver:** Unafraid to tackle interpersonal conflicts, ministry misalignment
- **Communication skills:** Can communicate clearly and with compassion with Children, parents, and volunteers

Organizational Relationships:

- Directly accountable to the Director of Children's Ministry
- Attends/participates in relevant meetings

Position Responsibilities:

- Work with the Children's Ministry Director to plan and implement programs and activities to build a spiritual foundation for children 0 – 6th grade
- Report directly and communicate with Director on any needs, concerns, or issues as they arise
- Help the Nursery by providing a clean, safe, nurturing, learning environment for children birth to Pre-K through a variety of age-appropriate activities to include music, Bible stories, art, dance, and play
- Assist in goals and projects of SMCC Children's Ministry as a whole, and to help complete Children's Ministry projects as assigned
- Assist with Nursery/ Elementary volunteers to create and maintain a schedule for all volunteers (days off, sick, holidays, etc.)

- Ensure that all nursery volunteer positions are filled
- Train new volunteers and review and conduct training of existing volunteers
- Assist with special events for kids such as Fall Kick Offs, VBS, Christmas programs, and other seasonal experiences.
- Attend necessary SMCC's meetings as determined by Director of Children's Ministry

Qualifications:

- Is a dedicated follower of Jesus Christ and an active participant in SMCC
- Has a heart for children
- Is highly motivated, creative, energetic, positive, fun, detail and goal-oriented individual with the desire to grow in Children's Ministry
- Understands and supports the Mission, Vision, and Values of SMCC.
- Able to work independently and as part of a team
- Has basic office skills and is fluent in use of technology and social media.
- Has a willingness to learn and grow new skills as needed
- Proficient with time management and able to complete assignments in a timely manner
- Can sign and abide by the SMCC staff handbook with integrity

Classifications:

- Part-time (10 hours/week)