



## River Community Church Job Description

Position/Title	Children's Ministry Assistant	Department	Families
Status/Hours	Part-time, 28 hours per week		
Reports to	Children's Pastor; Executive Pastor	Updated	January 2023
Direct reports	n/a		

### Job summary

This individual will help the Family Ministry team fulfill its vision to come alongside families as they seek to disciple their children. Will primarily provide leadership for First Impressions Team and Paid Childcare workers. Additionally will provide administrative and technical support for ministries to children birth through 4<sup>th</sup> grade ensuring that they are operating with excellence.

### Primary responsibilities (will include but not limited to the following)

- Assist Children's Ministry Team with preparing Sunday AM classroom and small group materials.
- Coordinate First Impressions Ministry by making sure volunteers are screened and trained; that the area is adequately staffed, set up, and supplied; and that the computers and printers are updated and working properly.
- Keep Family Ministry Registration database groups updated.
- Coordinate New Family Follow Up process.
- Coordinate paid childcare workers ensuring they are properly trained and all paperwork is current.
- Monitor the Family Ministry Social Media strategy ensuring the content is up to date, relevant, professional and consistent.
- Purchase supplies for Children's Ministry as needed.
- Assist with Kid's camps, Baby Dedication, and other Family Ministry events as needed.
- Assist with Children's Ministry Volunteer training meetings.
- Assist with special Church wide events.
- Attend Family Ministry Team meeting.
- Attend Staff meeting (All Staff).
- Occasionally assist in other duties as needed/requested by the Children's Pastor or Executive Pastor.