

Job Title:	Faith Kids Assistant
Reports to:	Faith Kids Director
Classification:	Non-Exempt
Status:	Part-Time Employee

SUMMARY

The Faith Kids Assistant supports the Faith Kids ministry in either Downtown or Uptown (infants through fourth grade) during services and special events. S/he ensures a welcoming and safe environment, leads volunteers, connects with families, and contributes to the spiritual development of kids.

ESSENTIAL FUNCTIONS

- Assists overseeing Faith Kids in either Downtown or Uptown (for infants through fourth grade) ensuring a positive and engaging experience, including connecting with kids and families
- Supervises kids and volunteers during Sunday services and events to ensure safety and structure throughout
- Upholds and enforces safety guidelines and protocols to ensure the well-being of kids and volunteers during services and special events
- Schedules and supports volunteers for Faith Kids
- Leads and directs volunteers in set-up, preparation, and prayer time
- Provides coverage as needed in the event of volunteer shortages or absences
- Attends and participates in relevant meetings, e.g., department meetings
- Contributes to overall team effort for special events
- Performs other relevant tasks as needed

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent
- Experience working with kids and volunteers
- Passion for kids and families
- Understanding of safety and child protection policies

- Ability to exercise appropriate judgment in areas of discretion, sensitivity, and confidentiality
- Proficient in the use of Microsoft Word, Outlook, and aptitude to learn other software applications
- Excellent communication skills

TIME COMMITMENT

5 hours per week (Sundays) – *occasional weekday events*

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The physical demands of this job require frequent standing, sitting, walking and bending.

WORK ENVIRONMENT

This job operates in classroom and multi-purpose room environments. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____