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| Job title | <i>Grace Kids Assistant</i> |
| Reports to | <i>Grace Kids Pastor</i> |
| FLSA status | <i>Non-Exempt</i> |
| Hours | <i>Part-time (up to 20 hrs/week)</i> |

Job purpose

The Grace Kids Assistant supports the Grace Kids Pastor in various aspects of the children's ministry during the summer season. This position reports directly to the Grace Kids Pastor. This role works during the summer months of June to August 2024, with exact dates to be coordinated with the Grace Kids Pastor.

Duties and responsibilities

- 1) Assisting with administration of Vacation Bible School, 5PM-9PM Monday-Friday, June 24-28
 - a. Assists the Grace Kids Pastor in administrating Vacation Bible School.
 - b. This includes preparing materials, working with volunteer leaders, and assisting with activities during the event.
 - c. Works at the VBS event to work alongside the leadership team.
- 2) Acting as Grace Kids Service Director for the 11:15 Sunday service.
 - a. Assists the Grace Kids Pastor and volunteer leaders in overseeing the flow of the 11:15 service on Sundays
 - b. Coordinates with volunteers as they serve, learning leadership skills essential to children's ministry services.
 - c. Performs midweek tasks to ensure proper communication and preparation for Grace Kids volunteers.
- 3) Creating content for "At The Movies" curriculum in Grace Kids
 - a. Learns the creative process for creating content and curriculum from the Grace Kids Pastor, specifically the annual "At The Movies" event for Grace Kids
 - b. Writes content for At The Movies in Grace Kids, ensuring engaging and age-appropriate activities for the 4 movies selected by the Grace Kids Pastor.
 - c. Edits video files using video-editing software such as iMovie or Adobe Premiere to produce a quality finished product for weekend children's services.

4) Other Duties and Responsibilities

- a. The Grace Kids Assistant shall perform other duties and responsibilities as directed by the Grace Kids Director in support of the Grace Kids ministry.

Qualifications

Qualifications include:

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance.
- Must demonstrate agreement with Grace Church vision, values and culture.
- A heart for the spiritual development, health and overall wellbeing of children.
- Excellent verbal and written communication skills.
- Must be able to work the hours of Vacation Bible School, June 24-28 2024 from 5pm-9pm.
- Knowledge of applicable applications such as Church Community Builder, word processing, spreadsheet platforms, and other systems as needed.
- Knowledge of video-editing software such as iMovie or Adobe Premiere.
- Able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality as this position often works with highly confidential information.

Physical requirements

Flexible hours are required. The physical demands may include: sitting, standing, walking, bending, stooping, twisting, and lifting up to 40 pounds as needed to fulfill job duties and requirements.

Direct reports

None

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| Approved by: | <i>Bryan McDonald, Church Administrator</i> |
| Date approved: | |
| Reviewed: | |