

## Children's Ministry Assistant (Birth-Kindergarten)

<b>Position Type</b>	Program
<b>Reports to</b>	Associate Director of Children's Ministry
<b>Directly Supervises</b>	N/A
<b>Status</b>	Part-time (10 -15 hours per week) Days and hours of work are flexible and to be worked out with supervisor.
<b>FSLA</b>	Non-exempt
<b>Approved By</b>	
<b>Revision Date</b>	

### Job Summary

The Children's Ministry Assistant supports the ministry areas from birth-5th grade, with a special emphasis on children and families from birth-Kindergarten. This role works alongside the Associate Director of Children's Ministry focusing on administration, program planning, implementation and relationship building, to help children and families grow their connection with Christ and each other.

### Essential Duties and Responsibilities

- Support, implement and help execute programming within Children's Ministries with a special emphasis on families from birth through preschool
- Take the lead on preparing, educating, and coordinating baptisms for members and prospective members including coordination with pastors, communications staff and worship coordinators
- Work with the communications team to promote children's ministry programming and events, including assisting with social media and website updates.
- Maintain connections and communications with families and caregivers, particularly in the birth-preschool age group.
- Plan and lead playgroup 1x/week in the morning during September-May, along with communicating with parents of children in groups
- Curate and organize seasonal family opportunities for families of young children.
- Participate in Children's Ministry program planning in partnership with the Assoc. Director of Children's Ministry.
- Assist with administrative work in all areas of Children's Ministry, as available.
- Host and direct church school at alternating campuses on Sunday mornings September-May and as a back-up when the Associate Director of Children's Ministry is not available.
- Attend weekly CYF department meetings in person or virtual
- Participate in worship with some regularity and engage in personal spiritual development.

*An individual must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodation may be provided to enable individuals to perform the essential functions of this position. The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned to the position.*

**Competencies:**

- Be a follower of Jesus; share and support Good Shepherd Lutheran Church's mission.
- Able to relate well to children and caregivers, understand various family dynamics and learning styles.
- Planful, detail-oriented, reliable, organized
- Work both independently and collaboratively
- Multi-tasking, flexibility, and time management
- Demonstrated interpersonal, verbal, and written communication skills.
- Maintain confidentiality
- Positive attitude, empathetic, trustworthy, sincere, and grace-filled

**Minimum Qualifications:**

- High School graduate
- Experience working with children
- Proficiency in Microsoft Office
- Pass a Background Check

**Preferred Qualifications**

College degree or relevant continuing education preferred

**Physical Demands**

*This position may place the employee in situations requiring the ability to go up and down stairs, stand for a prolonged period, and other functions requiring a basic level of physical ability.*

**Work Environment**

Primary work is remote with occasional on-site hours at either Madison or Verona Campus. Sunday morning hours are expected onsite between September-May.

**Travel**

No travel is expected for this position other than potential travel between our Madison and Verona church campuses.

**Equal Employment Opportunity Employer**

The church is an Equal Opportunity Employer. Except as otherwise allowed by law, it is the church's policy and practice not to discriminate against any person based upon his or her race, color, creed, citizenship, national origin, ancestry, age, sex, marital status, sexual orientation, disability, arrest or conviction record, membership in the national guard or any military reserve component, or any other classification protected under applicable federal state, or local law.

Where reasonable accommodation is necessary to allow qualified individuals with known disabilities to perform the essential functions of their job, the church will make accommodation unless doing so would result in an undue hardship to the church.

### **Signatures**

This job description has been approved by all levels of management.

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

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

DRAFT