

JOB DESCRIPTION
CHILDREN'S MINISTRY ASSISTANT



Classification: Part time (20-25 hours/week)
Ministry Area: Children's Ministries
Reports to: Pastor of Children's Ministries
Effective Date: February 10,2017

PURPOSE:

To provide strategic programming and administrative support to Children's Ministries.

RIVERSIDE COMPETENCIES & EXPECTATIONS:

- Fully embraces the mission, vision and values ("*Experience Grace, Grow in Love and Give of Yourself*") of Riverside Church and Family Ministries.
- Be reliable, take initiative and be self-motivated.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Have a cooperative, healthy and motivating relationship with supervisors, coworkers and volunteers.

EDUCATION, SKILLS, ABILITIES & SPIRITUAL GIFTS:

- Knowledge and high level competency with word processing, spreadsheet, graphic, and database software, with the ability to quickly learn other programs as needed
- Effective written, verbal and interpersonal communication skills, including telephone and face-to-face
- Excellent organizational skills and attention to detail, including scheduling, material design, and assisting with program development and implementation.
- Basic knowledge of digital communication methods such as website, texting, and social media
- Spiritual gifts including administration, encouragement, leadership, discernment, and service/helps
- Passionate and enthusiastic for families and kids!

ESSENTIAL FUNCTIONS:

Ministry Summary

- Coordinate Children's Ministry Events, communication and check in
- Contact and follow up responsibilities for new families, as well as the development of relationships with all families to help them grow and meet the needs of their children
- Reporting and data collection as assigned
- Participate in team collaboration and connecting with staff team
- Assist with the recruitment, training, and Coordination and care of volunteers

Ministry Summary(con't)

- Serve as representative of Children's Ministries to all internal and external

- persons.
- Coordinate and manage special projects and activities.
- Other duties as assigned by Pastor of Children's Ministry.

Administrative Summary

- Promotion/Publicity
- Coordination of department events
- Maintains registration and financial accounts for all Children's Ministry activities, camps, and events
- Oversees weekly publicity through all means, online and physical.
- Plans and carries out assigned administrative functions including communication, filing, reports and mailings. Handles production and word processing of department material in cooperation with other departments and office staff.

POSITION REQUIREMENT

- This position requires some Sunday and special event involvement outside of regular weekly office work

RELATIONSHIPS:

- Reports to the Pastor of Children's Ministries.
- Works effectively with other ministry assistants and office co-workers.
- Provides leadership and assistance to departmental staff, volunteers, parents, students and children.