

JOURNEY COMMUNITY CHURCH

Job Description

Assistant Director of Journey Kids

Position Description: This part-time, paid position will work closely with the Journey Kids Director, providing administrative support while also being a recognized leader in the Journey Kids Ministry.

Reports to: Journey Kids Director

Works with: Journey Kids Director, Journey Kids Volunteers

Supervises: Volunteers

Possible SHAPE

Spiritual gifts: Helps, administration, leadership

Heart: Love for children and love for the Lord

Abilities: Works well with people, organized, creative

Personality: Focused, friendly, approachable, flexible

Experiences: Working with various ages, completing tasks efficiently, multitasking

Membership required: Yes (or working toward membership)

Availability: 2 hours each week will be worked on Sunday morning to serve as a leader/floater for the Journey Kids ministry (opposite the Journey Kids Director). Other hours can be somewhat flexible, but a regular presence at the church will be needed.

Hours: 12 hours/week

Qualifications:

- Has an ongoing and growing relationship with Christ
- Has a love for children and a passionate heart for child discipleship
- Has demonstrated the ability to work well with others, as well as independently
- Has excellent time management skills
- Has a teachable spirit
- Is comfortable in a leadership role
- Has strong communication skills

Key Responsibilities:

- Provide administrative support for the Journey Kids Director - computer-related tasks, printing, laminating, organizing teacher resources, etc.

- Reset the JK wing on Mondays
- Assist with maintaining organization of Journey Kids classrooms and supplies
- Complete prep of classrooms for Sunday, including creatively preparing for the curriculum's teaching ideas, Discover Time activities, review activities, etc.
- Assist JK Director with the set up and running of JK events
- Serve as the leader for Journey Kids one service each Sunday. This will involve leading a team meeting/prayer and worship time, and then serving as a floater for that service.
Being a floater will require being comfortable with filling any role (including teaching) in Journey Kids, sometimes on short notice (training will be provided)
- Prioritize own faith development, which includes regularly attending Sunday morning worship service (other than the service you serve in Journey Kids)
- Maintain confidentiality as needed
- Pray for the children and parents of Journey Community Church, and the Journey Kids Team members

Bottom Line: If you have a heart for child discipleship, are comfortable jumping in to serve, are creative and enjoy getting tasks done, this is the position for you!