



His Kids Assistant Job Description North Shore Alliance Church

Position Title	His Kids Assistant
Position Requirement	12-14 hours/week
Responsible To	Linda Rae, Family Ministries Pastor

As part of the His Kids leadership team, candidates will help implement the vision for our weekly His Kids ministry and preteen ministries. Candidates will lead teams, plan and implement activities and assist with administration of these ministries as needed.

While most of the hours for this job will be office hours set between the assistant and their supervisor some flex hours for team meetings (evenings or weekends) will be required on occasion.

Qualifications:

- Loves Kids and excited for them to learn about Jesus
- Ability to communicate well with a variety of people both through email and face to face
- Some experience in Curriculum development
- Competency in organization, record keeping, Information management and computer usage
- Enjoys implementing a vision that has already been established
- Able to take a direction
- Adaptable to a ministry schedule that sometimes demands after hours work
- Able to support our statement of faith and our leadership agreement

Roles:

- Coordinate the Nursery and Preschool teams
- Send reminder emails to weekly leaders
- Assist in Recruiting initiatives as required
- Assist in delivering Team Training (every 6-8 weeks)
- Implement the Safety & Screening plan for new volunteers as they express interest in His Kids
- Plan and adapt weekly Preschool curriculum
- Manage the His Kids Attendance records
- Gather Supplies for Sundays
- Maintain the cleanliness and décor of His Kids spaces
- Assist in Coordinating family events at least twice a year (Christmas and Family Day)